

Gallery Greeter/Research Assistant

Stationed inside the lobby and Gallery during regular business hours and special events. Greet visitors, secure artwork, secure facility and safety of visitors. Act as tour guide for walk-in tours. Monitor lobby and gallery attendance, assist docents during tours, conduct visitor surveys and assist staff during special events. Clean and maintain lobby and main Gallery space. Assist in preparation of exhibitions: painting, sanding, cleaning. Assist with day-to-day coordination of all Tempe gallery spaces and event programming. Artist correspondence, installation scheduling, set building, sign making, gallery preparation, exhibition design, graphic design, etc.

Research assistance: Correspondence with city staff, art institutions and artists, research for upcoming exhibitions and programs, strong emphasis on writing abilities, etc. Some evening and weekend hours.

\$12.50 an hour