

The Pence Gallery is a nonprofit art organization whose mission is to serve the community through displaying high caliber art exhibits by local and regional artists, supporting the development of artists, and offering educational programs for visitors of all ages.

Gallery Associate Substitute Position

**General description of duties:** The Gallery Associate Substitute position manages the gallery during Saturdays, bi-monthly figure drawing sessions, and at special events, or as needed. They serve the public by offering accurate information and ensuring the safety of the exhibits and the building. They are responsible for:

* Opening and closing the gallery
* Overseeing cleanliness of the bathrooms, kitchen, and other areas between cleanings; set up furniture for events
* Answering phones as needed & supervising and training volunteers
* Greeting visitors and providing information on exhibits on display and events
* Coordinating figure drawing sessions by scheduling models and creating event registration forms
* Working exhibit receptions or rentals as needed
* Promoting knowledge of the Pence through membership
* Recording all sales through the gift shop and art sales
* Assist Director with condition reports and artist contracts
* Helping with evaluations, mailings, and other office related tasks, as needed

**Skills:**

Basic knowledge of contemporary art and art history. Strong verbal and written communication skills, and ability to handle different customers with grace. Knowledge of Word, Excel and Google programs. Ability to work alone and to be decisive.

**Schedule:** Hours: This is a substitute position, thus will be needed for Saturdays, 11:15 AM-5:15 PM; 2nd & 4th Wednesdays of the month, 6-9:30 PM, and for special events as needed. Starts in June 2025.

**Compensation:** $17/hr starting, no benefits. 40 hours of sick time after working 30 hours.

**To apply:** Email a letter regarding your interest in the position and a current resume, to Natalie Nelson at [penceartdirector@gmail.com](mailto:penceartdirector@gmail.com).

*Updated 4/2025*