

MACLA/Movimiento de Arte y Cultura Latino Americana Gallery Attendant

MACLA is an inclusive contemporary arts space grounded in the Chicano/Latino experience that incubates new visual, literary, and performance art in order to engage people in civic dialogue and community transformation. We are a multidisciplinary mid-size arts organization with an annual budget at approximately \$800K.

MACLA is currently looking for outgoing people-friendly individuals who are interested in working on a part-time basis as **Gallery Attendant** at the preeminent alternative Latino arts space located in downtown San Jose. This is an hourly, non-exempt part-time position. Rate of pay for this position is \$12 per hour. The Gallery Attendant is responsible for greeting gallery visitors and answering any questions that visitors may have. Under the supervision of the Business Manager and the Curator of Engagement & Dialogue, the Gallery Attendant will perform all required duties related to attending to the MACLA's visual arts gallery. Gallery Attendant will be trained and given information about the exhibition in order to interact with gallery visitors in an informed manner. Scheduling for this position will also coincide with BlackBox Theater rentals. This position is the perfect opportunity for individuals who want to get involved in working at a community based arts center.

Gallery Attendant responsibilities include:

- Actively greet each person who walks into the gallery and let them know you are available if they have any questions
- Make sure there are membership forms and database signup sheets in the lobby (if needed come to the office & make additional copies)
- Make sure there are ample curatorial statements & other collateral materials
- Make sure the outside lobby and entrance way have been swept and are free of debris
- Clean the glass windows and doors
- Make sure the donation box has been cleaned with the plexiglass cleaner
- Clean the glass desk and neatly arrange all flyers on the flyer tree in the gallery alcove
- Do a daily "walk through" of the gallery and make sure all items are in place. Report to the curator any adjustments that need to be made in the gallery.
- With paint touch up any scuff marks on the gallery walls and the outside façade as directed by the Curator of Engagement and Dialogue and/or programming staff
- Keep an accurate attendance count of everyone that walks into the gallery & write it on the attendance sheet
- You will be asked by MACLA staff to assist with projects as needed (i.e. data entry, administrative work)
- Check to ensure the bathroom is clean and stocked with supplies on a daily basis & spot clean if needed.
- Organize and maintain the gallery storage closet.
- Check the gallery answering machine on a daily basis and pass any messages on to MACLA staff.
- Other duties as assigned

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Gallery Attendant**

About MACLA:

MACLA/Movimiento de Arte y Cultura Latino Americana is an energizing contemporary arts space located in San Jose, California. The organization was founded in 1989 by a group of community activists engaged in a broad mobilization to change the representation of multicultural artists within the City's art allocations. While most Latino community based art organizations have concentrated on the preservation and dissemination of traditional art forms, MACLA has been explicitly dedicated to supporting the work of Latino artists interested in creating symbols and language for a new society and a new time. MACLA produces approximately 50 individual programs a year in four distinct programming tracts: visual arts; performance & literary arts; youth arts education and community development through the arts. For the past twenty five years, MACLA has presented over 800 emerging and highly established artists and authors.

How do I apply?

If interested, please submit the following application materials:

- Cover Letter (state how your skills relate to the position)
- Résumé,

Please submit required application materials to:

HR@maclaarte.org

Subject Line: MACLA Employment | Gallery Attendant Position

Notes:

Application deadline is until filled

Due to the high volume of interest, regrettably, we cannot respond to individual applicants. If you are selected as a potential candidate, MACLA will contact you to schedule an interview.

No phone calls, please.

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