

MACLA/Movimiento de Arte y Cultura Latino Americana
Gallery Associate

Gallery Associate – MACLA/Movimiento de Arte y Cultura Latino Americana is seeking a dedicated *Gallery Associate* who is passionate about contemporary Latinx art, building community and being part of a team environment.

MACLA/Movimiento de Arte y Cultura Latino Americana 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.

Position Description:

Under the supervision of the Curator & Program Manager, the *Gallery Associate* will greet visitors to MACLA's gallery, support the installation and deinstallation of exhibitions, support the Curator & Program Manager on research and program administration, and other duties as assigned. Due to the nature of the position, the applicant must have evening and weekend availability. This position is the perfect opportunity for individuals who are self-motivated, enjoy interacting with the public, and are interested in supporting and working with a Chicano/Latino community-based arts center. The successful candidate will have an outgoing personality, but also be content working by themselves, a passion for contemporary Latinx art, and engaging the community along with MACLA's mission and be characterized by initiative, problem solving ability, flexibility, responsiveness and personal accountability.

The Gallery Associate will:

- Welcome and engage with gallery visitors informing them about the exhibition and organization
- Invite people to sign up for our newsletter or to donate to the organization
- Ensure there are enough collateral materials for events
- Daily light cleaning to uphold the presentation of the gallery
- Conduct a daily walk-through to ensure all items are in place and there are sufficient supplies
Communicate to the Curator and Program Manager if any adjustments need to be made
- Maintain gallery inventory
- Touch ups of the interior and exterior paint when necessary
- Record daily gallery attendance including special events
- Assist with social media posts under the supervision of the Curator & Program Manager
- Provide administrative support and research for visual arts programs
- Assist with exhibition installation including painting walls, installing artwork, labels, signage, lighting, etc.
- Staff additional MACLA events and rental events
- Other duties as assigned

The *Gallery Associate* is a part-time, hourly non-exempt position that reports to the Curator & Program Manager and will work collaboratively with other staff members. On the weekends and evenings, the Gallery Associate will be the only person on site welcoming visitors.

Qualifications:

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Gallery Associate**

- Associate's Degree or equivalent work experience. Candidates with completed coursework in Mexican American Studies, Chicanx Studies, Latin American Studies, Visual Criticism, and/or lived experience within Latinx culture welcome and desirable.
- Bilingual (Spanish-English) preferred
- Excellent customer service skills
- Knowledge of Microsoft Office Suite, use of computers, able to perform research, and write
- A professional and resourceful style; the ability to work independently and as a team player
- Experience (or willingness to learn) all aspects of art handling and installation, including gallery preparation which includes wrapping, painting, measuring, drilling, using a ladder, etc. Deep passion and commitment to advancing Latinx arts and culture
- Valid California Driver's License and proof of auto insurance required
- Proof of Covid-19 vaccination
- Ability to lift 25lbs. at a minimum

Compensation:

The hourly rate for the *Gallery Associate* is \$19 -21/hour, depending upon experience for a total of 18 hours per week. Currently, the shifts for this position are Fridays 12- 8:30 pm, Saturdays 12 – 5pm, Sundays 12 – 5pm. This position could also be on-call for additional hours associated with rental events if interested and available.

To Apply:

Submit the following application materials:

- Cover letter (specifically state how your experience and training matches the position requirements, and confirm your availability for all shifts listed)
- Résumé

Send to:

HR@maclaarte.org

Subject Line: MACLA Gallery Associate Position

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.