

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 Visual Arts Curator, the Gallery Associate will greet visitors to MACLA's gallery, support the installation and deinstallation of exhibitions, support the Visual Arts Curator on program administration, and other duties as assigned. Due to the nature of the position, the applicant must have 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 Chicana/Latinx 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 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 Visual Arts Curator 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 Visual Arts Curator, i.e. creating Instagram posts, stories, and managing replies
- Provide administrative support for visual arts programs
- Assist with exhibition installation including painting walls, installing artwork, labels, signage, lighting, etc.
- Assist fostering collaboration between MACLA's programming areas: carrying out programs, assisting with set-up/breakdown, ensure community engagement
- 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 Visual Arts Curator and will work collaboratively with other staff members. This position is tied to our gallery hours, which are: Wednesday to Friday 12pm-7pm and Saturday to Sunday 12pm-5pm. This role is expected to range 23-30 hours per week depending on gallery staffing schedule needs. On the weekends and evenings, the Gallery Associate will be the only person on site welcoming visitors.

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Qualifications:

- 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 with 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 in 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
- Can problem-solve quickly and effectively when incidents or issues arise
- Experience working with the public in an urban setting

Compensation:

The hourly rate for the Gallery Associate is \$19/hour, depending upon experience. Benefits include paid sick leave in accordance with CA law. This position may also be on-call for additional hours associated with other gallery hours or events if interested and available. Hours may range per week.

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
- 3 references (of which at least 2 are professional references)

Send to:

HR@maclaarte.org

Subject Line: MACLA Gallery Associate Position

Please note that only complete applications - cover letter, resume, writing sample – will be considered. No calls, emails, or social media messages, please. We will follow up with qualified candidates only due to the volume of interest. Prospective applicants are encouraged to review our website and social media prior to applying.

MACLA is an equal opportunity employer committed to diversity and to creating a work environment where the individual is valued and respected. MACLA welcomes applicants from diverse backgrounds and seeks to hire qualified staff reflecting the rich diversity of communities we serve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, and socio-economic status.

For more information, please visit <https://maclaarte.org>