



Full Job Description

Gravers Lane Gallery is looking for a part-time (4 days/week) multi-functional professional to join our team as a Gallery Associate. We are looking for candidates with a love for the arts (in particular contemporary studio craft), strong organizational and computer skills. Candidates with sales experience and who can make customers feel welcome in our store will stand out. The position involves direct sales to the public, assisting the gallery director, inventory and estore management, retail displays, marketing, exhibition organization, event planning, shipping, and tasks associated with gallery maintenance. Candidates will help ensure the gallery maintains its world class reputation and financial performance. A background in art, sales, and familiarity with inventory management is essential. Weekend and evening hours will be required.

Responsibilities:

- Assist gallery Director in daily gallery operations
- General gallery upkeep and displays
- Answering phones and email
- Retail sales and customer engagement
- Inventory and database management (Square and google suite)
- Art handling and shipping
- Art photography and graphic design
- Website and estore maintenance
- Social Media maintenance
- Exhibition planning and organization
- Marketing
- Special projects as needed

Qualifications:

- Exceptional organizational skills
- Detail oriented
- Interest in and familiarity with contemporary craft art
- Good computer skills
- Experience working in a gallery setting a plus
- Ability to communicate effectively with coworkers
- Works well in a fast-paced environment
- Working knowledge of Microsoft Office and GSuite
- Knowledge of Adobe Creative Suite a plus

Job Type: Part-time 4x6 hour shifts, at least 1 weekend day/week



Pay: \$15-20/hour commensurate with experience

CONTACT: info@graverslanegallery.com

Please email GLG with your resume and a cover letter.

About Us

Gravers Lane Gallery was founded in 2010 and is one division of The Goldenberg Group, which is comprised of three entities: Goldenberg Development, People Helping People Foundation, and Goldenberg Enterprises. Located in the historic Chestnut Hill neighborhood of Philadelphia, Gravers Lane Gallery represents a diverse stable of regional, national, and international artists spanning many generations, from emerging to lifetime award recipients.