



Part-time Public Art/Gallery Assistant

The Arts and Humanities Council of Montgomery County (AHCMC) seeks a Part-time Public Art/Gallery Assistant to join our team. Our public art department commissions site-specific works, maintains Montgomery County's public art collection, supports other public art projects throughout the county, and manages the Betty Mae Kramer Gallery, the county's designated exhibition space in downtown Silver Spring.

This position is an opportunity to learn the ins and outs of managing, curating, and overseeing a public art collection and gallery space under the tutelage of AHCMC's CEO. The assistant will also provide support for our marketing department in the design and promotion of Kramer Gallery programming and public art calls for artists.

Under the direction of the CEO, duties include:

Kramer Gallery:

- Coordinate opening receptions with AHCMC staff, participating artists and the Silver Spring Civic Center
- Coordinate artwork drop-off/pick-up, installation/deinstallation
- Prepare exhibition materials such as artwork labels, exhibition image/price list, artist bio/statements
- Collaborate with the curator to create curatorial statements for use in the gallery and press release
- Photograph exhibition installation and opening reception
- Archive digital documentation of past exhibitions
- Assist with art handling, gallery wall maintenance, artwork installation and vinyl wall text application

Public Art:

- Coordinate artwork drop-off/pick-up, installation/deinstallation
- Assist in coordinating loan agreements with county departments
- Assist in coordinating financial paperwork for processing
- Facilitate panelist outreach and orientation
- Prepare presentations for panelists
- Attend and document panels as a non-voting member
- Create artwork labels for Works On Paper collection

Marketing/Admin:

- Support the design of web graphics promoting Kramer Gallery programming and Public Art RFQs
- Aid in composing the quarterly Public Art News Wire newsletter
- Draft correspondence for review
- Assist with vendor transactions such as framing, artwork transportation and vinyl graphics
- Register acquired artwork in ArtSystems and movement of artwork to/from AHCMC premises

Desired Skills/Experience:

Adobe Creative Suite, Microsoft 365, Wordpress, ArtSystems, MailChimp, Submittable, digital photography, art handling, exhibition installation

Salary:

\$15-19/hour, DOE

The position is open until filled. No phone calls, please! Send a cover letter, resume and contact information for three professional references to: HR@creativemoco.com

ABOUT ARTS AND HUMANITIES COUNCIL OF MONTGOMERY COUNTY

The Arts and Humanities in Montgomery County, Maryland, are vibrant and vital to the well-being of our community. Since 1976, the Arts and Humanities Council of Montgomery County (AHC MC) has been the County's designated local arts agency, committed to providing non-profit organizations, artists and scholars with the resources they need to continually bring quality arts and humanities to this community. AHC MC's vision is to provide leadership that sustains arts and humanities organizations, artists and scholars and inspires participation in our County's rich cultural assets. In addition to distributing over \$5 million in grants each year to organizations and individuals, AHC MC provides marketing resources and opportunities to the arts and humanities community in Montgomery County.

Office location: 801 Ellsworth Drive, Silver Spring, MD 20910

Website: <http://creativemoco.com>