



### Company

*The Bray believes that excellence in ceramics is achieved through promoting and practicing inclusion, equity, and diversity. A full representation of thought, education, geography, culture, identity and life experiences, all lead to the ability to create thought provoking and important work. When unique perspectives and experiences are shared and embraced, everyone gains.*

*To create an environment that allows full opportunity for employees, resident artists, and all participants to enjoy and benefit from its programs, The Bray is committed to equity, inclusivity, and belonging in all aspects of its operation. The Bray's core values are strengthened by a wide representation of talented, experienced, committed artists; engaged, knowledgeable staff and board of directors; and the active participation of all members of The Bray community in its programs.*

The Bray is committed to opening access, opportunity, and advancement to people from groups that have been under-represented in terms of employment, recognition, funding, and institutional support. This requires The Bray to consider and remove systemic barriers that make participation in its programs difficult for any group or individual. We are also evaluating and implementing ways to expand the processes, activities, and decision/policy making in ways that ensure equal access to opportunities and resources. The Bray has begun to put into action a series of steps that will implement our commitment to diversity, equity, and inclusion, which are found in The Bray Strategic Plan. We will continue to engage in a dynamic strategic planning process that will regularly review and improve the action steps taken and will work to spread its programs to those communities that have historically lacked access and participation in the arts.

### **Summary of Responsibilities: Gallery & Exhibitions Assistant (GEA)**

This position assists and supports Bray Gallery: Downtown customer service and sales. The GEA will provide additional support with logistical organization, exhibition and gallery installations, and promotion of The Bray's campus and programming; they will need to develop a strong knowledge of local artists to help visitors have a greater Bray experience. The GEA will play a key role in the cultivation and stewardship of Bray patrons and supporters and will serve as a leading representative for the Bray in the greater community. There will be plenty of interaction with the public in The Bray Gallery: Downtown.

The Bray Events and Exhibitions staff serve as Bray liaisons with artists, the local community, and as education, sales, and general information resources for visitors. This position requires a service-oriented person who is outgoing and able to convey information to visitors, students, and gallery artists in a friendly, courteous, tactful, and accurate manner. The GEA will work closely with the Gallery & Visitor Coordinator and the sales associates. This is a technical, administrative, and services-oriented position.

## **Duties**

### **Preparator / Installer**

- Assist the Events and Exhibitions Manager and Assistant Manager with installing, art handling, managing artwork and maintenance of The Bray Gallery: Downtown
- Supports in art condition reports for exhibitions, and assists with shipping needs
- Support gallery display by moving pedestals and climbing ladders to adjust lights
- Clean, sweep, mop, dust and take out garbage for all galleries when required
- Prepare gallery for opening and closing, and maintain gallery appearance
- Other duties as assigned

### **Communications**

- Assist in communicating with exhibiting artists regarding deadlines

### **Event and Exhibition Support**

- Assist as needed with special events and receptions
- Assist with labels and price lists according to Bray standard practices
- Work with Events and Exhibitions Manager to develop new artist relationships as well as sustain long-term artist representation, with particular objectives to actively build a diverse and inclusive artist roster

### **Inventory and Retail**

- Work closely with Events and Exhibitions Manager and Assistant Manager on receiving and inventory of gallery artwork and exhibition work
- Keep floor stocked, and pull from backroom as needed

### **Customer Service / Sales**

- Contribute to a welcoming and generous space for all visitors, staff, and community
- The GEA will be the lead staff member for Bray Gallery: Downtown with support of Manager and Assistant Manager
- Follow opening and closing procedures, cash drawer policies, EOD sales reports; this includes drawer lock up, daily till, and deposits as directed
- Work directly with customers to facilitate sales, shipping, and related support
- Run sales in all Bray Galleries and online
- Track sold work through receipts and POS system, and resolve any errors
- Check voicemails and emails for inquiries of artwork and works sold
- Coordinate delivery of sold gallery artwork to The Bray Gallery and Visitors Center for shipping
- Use inventory software, computer, and credit card systems to facilitate sales; assist Events and Exhibitions Manager in developing and maintaining customer relationships

### **Other Duties**

- Participates in weekly staff meetings
- Assists with training sessions and other meetings
- As assigned

## **SCHEDULE**

- **Tuesday through Friday**, 10:00 am - 5:30 pm
- **Saturday**, 11:30 am - 4:30 pm
- Occasional weeknights depending on event and exhibition schedules.
- The GEA will split time between the Bray Gallery: Downtown and the Bray Gallery: North.

## **Position Requirements**

- BFA or BA degree
- 1+ years of relevant professional gallery experience, and working knowledge of gallery and exhibition operations required
- 2+ years of retail sales experience and customer service
- 1+ year of point-of-sales (POS) experience
- Strong work ethic, punctuality and reliable attendance
- Excellent written and oral communication skills
- Proven experience in being detail-oriented, self-motivated, able to set priorities, meet deadlines, and organize and facilitate multiple projects at once. Able to manage a varied workload; ability to work independently, proactively, and also collaboratively
- Ability to work with small and large format exhibition spaces with work ranging from functional art to conceptual sculpture
- Skill with hand- and small power tools, and safely moving heavy and fragile objects
- This position requires strong interpersonal and customer service skills, and the ability to build and cultivate relationships
- Strong communication and organizational skills; tactful and polite in dealing with the public
- Proficiency with Microsoft Office products (Word, Excel, etc.)
- Proficiency with using the internet and navigating online software services in use by The Bray; includes Lightspeed and Givergy
- Must be able to lift and move up to 50 lbs. (artwork, pedestals, etc.), climb stairs and ladders
- Valid driver's license.

## **Preferred Experience**

- Genuine interest in and knowledge of ceramic materials, their uses, and descriptions
- Genuine interest in Bray history, artists and affiliates

## Hours

- This is a permanent, full-time, hourly, non-exempt position
- 32-35 hours/week, occasional weekend days and evenings

## Compensation and Benefits

- \$15.72/hour
- Insurance and retirement benefits according to Employee Manual
- Paid Time Off according to Employee Manual
- Other benefits as described by Bray policies

Note to candidates: Studies have shown that women, nonbinary individuals, and people of color are less likely to apply for jobs unless they believe they meet every single one of the

qualifications as described in a job description. The Bray is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. We strongly encourage you to apply if you believe you can do or learn these skills.

**To Apply**

Please submit a Cover Letter, Resume, and References via email to Jason Burnett at [jasonburnett@archiebray.org](mailto:jasonburnett@archiebray.org). Applications will be reviewed beginning January 22, 2024. No phone calls, please. Position open until filled.