

## **VSW Gallery Attendant**

10-15 hours/week

\$20/hour

February 27 - June 26, 2025

Reports to: Exhibition Curator

### **About Visual Studies Workshop**

Visual Studies Workshop nurtures experimental and expansive approaches to photography, film and media arts, and builds community among artists and the public through exhibitions, publications and residencies. VSW exhibitions are driven by curatorial concepts and contextualized through public programs. Our 900 square foot gallery offers opportunities for established and emerging artists to exhibit their work in an intimate atmosphere that nurtures dialog, connection and community.

### **Gallery Attendant Job Description**

The Gallery Attendant is a valued member of the VSW exhibition team who helps create a welcoming environment in the VSW gallery while overseeing the safety of the artwork. The Gallery Attendant is the first point of contact for visitors, and will be primarily responsible for the following activities:

Opening the gallery:

- Turning gallery lights on, opening doors, setting up signage
- Following specific instructions for activating media artworks (monitors, projectors, media players etc)

While the gallery is open:

- Answering door and greeting visitors
- Helping with questions about exhibitions and organization
- Managing tickets and donations
- Keeping the front desk and gallery spaces tidy
- Ensuring artwork is displayed properly and securely
- Assisting with sales of VSW Press books and membership registrations
- Tracking number of gallery visitors

Closing gallery:

- Following specific instructions to shut down media artworks
- Turning gallery lights off
- Making sure gallery is locked before leaving

Special Events:

- Answering doorbell and greeting visitors
- Helping with questions about exhibitions and organization

- Managing tickets and donations

**Schedule**

This position is temporary, part time, and is paid hourly, between 10-15 hours per week. The start date is February 27th and the position terminates on June 26th, 2025.

The weekly schedule includes:

- Saturdays 12-4 pm
- Second Sunday of the month 12-4 pm
- Second and fourth Thursdays of the month, 6-9 pm
- First Fridays of the month, 6-9 pm

**Compensation**

This position is part time, paid hourly at \$20/hour, approximately 10-15 hours per week for 17 weeks, February 27-June 26 2025.

**Requirements**

Candidates for this position will have strong interpersonal and communication skills and must enjoy interacting with the public. Ability to operate audio/visual and other exhibition equipment (such as computer/T.V. monitors, digital projectors and media players), as well as a site computer and cash drawer will be required. Must be 18 years of age.

**Location**

Visual Studies Workshop is located at 36 King Street, Rochester, 14608.

**To Apply**

Send a letter of interest that outlines related experience and resume to: [nilsoncarroll@vsw.org](mailto:nilsoncarroll@vsw.org). This position will be open until filled.