

## **Position Description with Tasks:**

### **Transformer Station Gallery Assistant**

**Term:** Full time, 40 hours a week, M-F

**Pay:** Hourly

Must have flexibility to work weekends and additional hours as special events require

Reports to Transformer Station Gallery Manager

Opened in 2013, Transformer Station is a private contemporary art museum owned and operated by the Fred and Laura Ruth Bidwell Foundation.

**Transformer Station Gallery Assistant** assists with day-to-day operations of Transformer Station including visitor experience, facility maintenance, social media, volunteer coordination, and administrative requirements of FRONT as assigned. Started in 2016 as a new venture by the Bidwell Foundation, FRONT International: Cleveland Triennial for Contemporary Art shares offices, management and staff with the Bidwell Foundation.

### **Required skills, training and experience:**

BFA in Arts/Related field or 2-3 years working experience

Proficiency with Google Suite, Apple products, Microsoft Office, Square Register and Mailchimp

Must exhibit strong communication skills

Social media experience is a plus

Must have strong multi-tasking skills

**To Apply:** Send a resume and cover letter to Caitie Moore, Gallery Manager, [caitie.moore@transformerstation.org](mailto:caitie.moore@transformerstation.org)

### **Key duties:**

#### **Front of House / Membership**

- Open and close the museum
- Greet visitors / general visitor service
- Answer phone and general inquiry questions about the museum and neighborhood
- Maintain gallery attendance spreadsheets
- Lead informal tours for visitors as requested
- Run and process sales and museum merch
- Member relations, database maintenance and renewal

#### **Volunteer Coordination**

- Coordinate volunteer schedules
- Communicate important information to volunteers
- Assist in organizing volunteer walkthroughs and happy hours
- Update volunteer binder as needed

- Provide museum orientation for new volunteers
- Recruit volunteers for special events

## **Administrative Support**

- Primary assistant to Fred Bidwell
- Maintain and manage calendars
- Answer telephone and forward messages
- Maintain the Transformer Station and FRONT info email accounts
- Managing inventory of office supplies and store merchandise, order purchasing and replacement
- Copy editing of documents when requested
- Send out mail and various packages
- Pack and ship online sales as required
- Run errands as tasked

## **Collections and Exhibitions**

- The Gallery Assistant will work closely and assist the Gallery Manager on collections management for the Bidwell Collection: organize and take inventory, intake and loans.
  - Input new acquisitions into museum database
  - Photograph new acquisitions
  - Package and label new acquisitions and find place in storage
  - Find/pull works for loan and update info in museum database
  - Clean and organize museum storage when necessary

## **Event Management and Space Rental**

- Support special events, including exhibition preparation and space rentals
- Send rental guide to rental inquiries
- Communication, logistics and execution of on-site special events

## **Social Media and Marketing**

- Assist with promotion via social media
- Assist with email marketing for Transformer Station
- Organize postcard distribution and online exhibition promotion