

## Job Announcement

### **Arts Gallery Specialist** (Recreation Aide - Specialized Arts Instructor)

Multnomah Arts Center, 7688 SW Portland, OR 97219

[www.MultnomahArtsCenter.org](http://www.MultnomahArtsCenter.org)

**Application Deadline:** ASAP – Open until filled

**Target hire date:** April 2022

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### **Notice of Job Opportunity - Please see link below for complete details**

Multnomah Arts Center, a program of Portland Parks & Recreation, is currently looking for an Art Gallery Specialist. For nearly 50 years, MAC has been providing high-quality arts instruction and participation in the performing and visual arts, providing opportunities to connect with communities and cultures.

Portland Parks & Recreation values a diverse workforce and seeks ways to promote equity and inclusion within the organization. PP&R encourages candidates with knowledge, ability and experience working with a broad range of individuals and diverse communities to apply. PP&R encourages candidates that can fluently speak more than one language.

### **Description**

MAC's gallery exhibits works from the community with a focus on high-quality and diverse work from artists of all backgrounds. The Gallery Specialist is responsible for communication with exhibiting artists, setting exhibition schedules, press releases and publicity, assisting artists with hanging gallery shows, setting lighting in the gallery, helping with inventory and artist payments, maintaining the gallery and other sales and display spaces, and generally providing education and instruction regarding the display of artistic works. The Gallery Specialist may also lead volunteers.

- The initial schedule is for 20-40 hrs per month, depending on exhibition schedule.
- Starting pay rate is between \$21.00-27.00 per hour, depending on experience.
- Maximum pay is currently \$31.00 per hour after 5 years and 1250 hours.
- This position is part-time (maximum 1600 hours per year).
- This position does not include benefits.

### **Schedule (flexible; subject to change)**

- Averaging 6-8 hrs per week to start, with room for growth. During show hanging/take down weeks, juried shows, and craft sales hours flex to approximately 20 hrs/week.
- Gallery shows run approximately six weeks, with install running Wednesday thru Friday. Openings are usually on Fridays; Shows close on a Saturday with takedown running Monday – Tuesday.
- Lobby Art Sales, Arts & Craft Sales, and display case management has room for growth. Arts & Craft Sales occur 3 times per year.
- Additional hours as the gallery program develops, including additional changing displays, virtual galleries, and outreach events and exhibits are possible in the future.

Continued next page

### Minimum Qualifications

- Prior to being hired you must have had 500 hours of experience AND met one or more of the following requirements below: certification in a related field, certificate of completion for trade-related training or education program, 4-year degree or equivalent in a related field, or MA/MM in a related field. In arts areas or genres where a certification or degree is not common practice, then equivalent experience/training and regional/national reputation will be considered.

### The Ideal Candidate

Has significant experience in Gallery and/or Exhibition work or equivalent professional experience.

- Can foster a positive, supportive environment for a diverse exhibiting artist community.
- Has excellent communication and organizational skills.
- Can maintain all appropriate documentation such as records, emails, publicity materials, etc.
- Is experienced with Microsoft Office Suite (Excel, Access, Word)
- Can work with the changing demands of our community and contribute with enthusiasm.
- Works well with others and is comfortable sharing a space with others.
- Is familiar with the Multnomah Arts Center and its programs.
- Is familiar with and dedicated to the citywide Racial Equity Goals & Strategies.
- Is comfortable using a 10-foot ladder for hanging work and adjusting lighting.
- Can lift up to 50lbs.

### How to Apply

1. **Follow this link** to review and apply for this job opportunity:  
<https://www.governmentjobs.com/careers/portlandor/jobs/3378555/recreation-employment-music-and-arts-centers-open-continuous>
2. **Click “APPLY”** to log in. Create an account if you have not applied for a job through this site.
3. **Please Note:**
  - This position is part of a broader recruitment for *Recreation Employment - Music and Arts Centers - Open Continuous*.
  - Attachments - Attaching a Cover letter and Résumé indicating related gallery experience, while not required, is encouraged for this position.
  - Questions - In the *Supplemental Questions* portion of the application:
    - For Q 09, please check **Recreation Aide - Specialized Arts Instructor – other**
    - For Q 10, please specify **Arts Gallery**
  - If you need assistance, please contact Nicole Rawlins, MAC Adult Visual Arts Coordinator at:  
[Nicole.Rawlins@portlandoregon.gov](mailto:Nicole.Rawlins@portlandoregon.gov)
4. **Complete Application** by providing all required information and answering required questions, reviewing, certifying, and submitting your application.