



ARTS COUNCIL for Monterey County

POSITION: GALLERY ASSOCIATE

REPORTS TO: Programs Manager

STATUS: Part-time / Non-Exempt

Under the general direction of the Programs Manager, the Gallery Associate supports the daily operations of ArtWorks, the Arts Council for Monterey County's gallery and artist studio program in downtown Salinas.

ABOUT THE ARTS COUNCIL FOR MONTEREY COUNTY

The mission of the Arts Council for Monterey County (Arts4MC) is to champion the arts to enrich our community—through education, healing programs and support for local creatives, nonprofits and cultural organizations. Arts4MC provides visual and performing arts education programs, arts and healing initiatives, exhibitions and cultural experiences, and funding and professional development opportunities that support artists, arts organizations, schools, and communities throughout Monterey County.

ABOUT THE POSITION

The Gallery Associate serves as the primary on-site representative of ArtWorks, supporting gallery operations, exhibitions, artist studios, visitor engagement, and artwork sales. As one of Arts4MC's most public-facing team members, this position helps connect artists, visitors, and community members to programs, opportunities, and resources throughout the organization.

RESPONSIBILITIES

Visitor Engagement:

- Welcome and assist gallery visitors, providing information about exhibitions, artist studios, and Arts4MC programs and opportunities;
- Respond to visitor, artist, and community inquiries;
- Build visitor engagement by encouraging participation in events, programs, and organizational resources.

Gallery Operations:

- Open, operate, and close the gallery while maintaining a welcoming, organized, and professional environment;
- Maintain visitor records, artwork inventory, sales records, and gallery systems, including CRM updates and reporting;
- Support artwork sales, marketing distribution, supply monitoring, and general gallery needs.

Exhibitions & Events:

- Support exhibitions, receptions, installations, and public programs, including event setup, visitor support, and gallery activities;
- Maintain accurate artist, exhibition, and studio information.

Stewardship & Collaboration:

- Build positive relationships with artists, visitors, partners, and community members;
- Identify operational needs, maintenance concerns, and opportunities to improve artist and visitor experiences;
- Participate in Arts4MC meetings, trainings, and organizational activities as assigned.

IDEAL CANDIDATE

- Welcoming, dependable, proactive, and comfortable engaging with artists, visitors, and diverse community members;
- Organized, detail-oriented, and able to work independently, manage priorities, and follow through;
- Curious about artists, exhibitions, and arts organizations, with an interest in connecting people to arts opportunities and community resources;
- Communicates clearly, exercises good judgment, and values inclusive community engagement; conversational to fluent Spanish preferred.

QUALIFICATIONS

- Experience in customer service, visitor services, community engagement, galleries, museums, nonprofits, cultural organizations, or related fields preferred;
- Strong interpersonal, communication, and organizational skills;
- Ability to manage multiple priorities, maintain accurate records, and support day-to-day gallery operations;
- Comfortable learning and sharing information about artists, exhibitions, and Arts4MC programs;
- Experience with Microsoft Office, Google Workspace, and CRM or database systems preferred;
- Ability to stand, walk, bend, reach, navigate stairs, and lift, push, and/or pull up to 25 pounds, with or without reasonable accommodation.

WORK SCHEDULE & COMPENSATION

- Part-time position primarily scheduled during ArtWorks public hours:
 - Friday: 10:00 AM-4:00 PM
 - Saturday: 10:00 AM-4:00 PM
 - Sunday: 10:00 AM-4:00 PM
 - First Friday of the month: 12:00 PM-8:00 PM
- Additional hours may be scheduled for exhibitions, events, meetings, or special projects.
- \$20-\$23/hour up to 20 hours per week, depending on qualifications and experience

TO APPLY, PLEASE SUBMIT YOUR RESUME TO ALEJANDRA@ARTS4MC.ORG

Submissions are evaluated on a first-come, first-served basis.

(Applicants are encouraged to include additional materials that help us understand their experience and interest in the role)