

## **Ann Arbor Art Center Overview**

Since 1909 the Ann Arbor Art Center has been sparking creativity in people of all ages and artistic abilities. Our mission is to be a contemporary forum for the visual arts through education, exploration, collaboration, and exhibition. We engage minds, expand knowledge, and inspire growth in students of all ages, teachers, artists, and the community. Through innovative programming, provocative exhibitions, wide-ranging learning courses, and a gallery shop offering handmade artworks, the A2AC engages more than 60,000 people annually in exploring the arts. The Ann Arbor Art Center is a 501(C)(3) Nonprofit registered in the US under EIN: 23-7205537.

## **Gallery Associate Job Description**

The A2AC Gallery Associate provides day-to-day support to the operations of the A2AC Gallery including working with artists, installing exhibitions, and supporting the marketing and retail aspects of exhibitions. The ideal candidate will be passionate about curating experiences where artists and their works can be viewed, celebrated, and purchased, inviting in a broad range of audiences to enjoy the A2AC Gallery.

This position is part-time, hourly, for a total of 10-12-hours/ week. The pay for this position is negotiable, based on experience. This position reports to the A2AC executive director.

## **Duties**

- Develop annual exhibitions programming for 117 Gallery
- Write curatorial statements and calls for entry
- Select and invite jurors, curators, and artists
- Process all artwork submissions
- Produce or secure exhibition-related content for marketing
- Manage exhibition design, layout, and installation
- Work with the A2AC education team on workshops and drop-in classes that can complement exhibitions
- Work closely with the gallery team to help support Main gallery exhibitions

## **Required Skills & Experience**

- Bachelor's degree
- Experience with handling and installing artwork, including use of small hand tools and patching and painting walls
- Interest in working with a diversity of audiences, including artists, community stakeholders, and the A2AC team
- Experience with Adobe Photoshop, Illustrator, InDesign
- Experience with Google Suite
- Excellent communication skills
- Welcoming, approachable, positive, patient demeanor
- Must be vaccinated against Covid-19

**To apply for this position, please email a cover letter and resume to [jqueen@annarborartcenter.org](mailto:jqueen@annarborartcenter.org).**