

The Current

Gallery Greeter

The Current, a non-profit center for contemporary art located in Stowe, VT, is hiring for a part-time Gallery Greeter. We are one of the region's primary contemporary art exhibition and education resources, offering a range of dynamic programming that asserts the value of art by engaging visitors, members, students, volunteers, creators, and patrons. We seek an organized team player who values customer service and has a passion for the organization to join our collaborative work environment.

Summary of Position

The Gallery Greeter supports the ambitious exhibitions program at The Current. The role requires the ability to work with a high degree of dependability and professionalism, being comfortable taking initiative, being a welcoming face of the organization, having knowledge of and comfort with computer fundamentals (Google Suite), and possessing an ability to maintain good spirit and humor under pressure, and trustworthiness.

Duties & Responsibilities

- The primary responsibility of the Gallery Assistant is to engage with visitors in order to enhance their experience.
- Follow protocols to safely and punctually open and close the gallery on Saturdays.
- Keep the gallery organized and neat.
- Gain and share knowledge of the artists and exhibitions.
- Track attendance and encourage visitors to complete the visitor survey and become members.
- Record and process art and merchandise sales with accuracy and professionalism.
- Give school and general public tours of the exhibitions.
- Answer the gallery phone and take messages.
- Be an enthusiastic and excited member of the team as the first point of contact.
- Occasionally assist, when requested, with Gallery exhibition installation and event set up.
- Lead Saturday public programming requests, as scheduled by the Gallery Engagement Specialist.

- Encourage and assist with sales and donations.
- Other gallery-related tasks as needed.

Reporting Structure & Compensation

This position reports to the Gallery Manager. This part-time position requires 5 hours weekly, from 10am-3pm. Occasional evening and weekday hours may be requested. Compensation is an hourly rate of \$20.

Knowledge, Skills, & Abilities

1. 2+ years experience with customer service, preferably in a retail setting.
2. Appreciation of the arts and willingness to learn about each exhibition.
3. Ability to work independently while also serving as a team player
4. High degree of personal and professional integrity and the ability to treat sensitive information with the highest degree of confidentiality. Ability to exercise sound judgment, courtesy, and tact in dealing with the public, board, staff, and affiliates of The Current.
5. Basic computer skills, including Google Suite, Microsoft Excel, and Microsoft Word
6. Experience and genuine passion for working with people of all ages and backgrounds.
7. The ability to be highly flexible in response to changing priorities in the gallery.
8. Excellent communication and interpersonal skills
9. A high degree of personal and professional integrity and the ability to treat sensitive information with the utmost confidentiality
10. Ability to exercise good judgment, courtesy, and tact

Values

Openness

We value teamwork and collaboration; active listening; open, respectful, and clear communication.

Accountability

Each of us is responsible for our own words, actions, and results.

Integrity

We act with uncompromising commitment, honesty, integrity, respect, and trust in all we do. We are inspiring and inspired by the quality and excellence of our work and the honesty of our relationships.

Connection

We celebrate participation, partnership, and collaboration. We value inclusion and engagement with the community.

Respect

We recognize and respect that we all have different experiences, backgrounds, perspectives, and opinions and we can learn from each other; we value diversity and equity.

Equal Opportunity Employment

The Current is an equal opportunity employer and encourages candidates of all ethnic, racial, and religious backgrounds to apply. The Current employees are selected on the basis of ability without regard to age; (dis)ability; ethnicity; faith or religious belief; family, marital or parental status; gender identity; language; national origin; political perspective; race; sex; or sexual orientation.

To Apply

See thecurrentnow.org/opportunities for application instructions.