

**Carpenter Center for the Visual Arts
Gallery and Bookshop Attendant**

Schedule: Friday–Sunday, 12–5 pm, and occasional weekday evening events

Start Date: December 2018

Department: CCVA, reports to Assistant Director

Salary: \$18 / hr

Carpenter Center for the Visual Arts (CCVA) seeks Gallery and Bookshop Attendants for the year. He/she/they greet visitors to the Gallery and Bookshop, monitors the safety of artworks and visitors, and oversees the day-to-day functioning of these spaces. The Attendant operates the proper function of audio-visual technologies in relation to art installations during public hours. As the primary point-of-contact, the Attendant is also responsible for welcoming and providing guidance for visitors to the Carpenter Center. He/she/they provide information about the exhibitions and artists on view, the bookshop and its books, and aims to create a warm, positive, informative experience for CCVA visitors. The Gallery and Bookshop Attendant is an essential part of the CCVA team, integrated fully into the workings of a dynamic, experimental, and supportive art and educational institution.

Duties and responsibilities

- Maintains oversight of visiting public in order to avoid damage, either intentional or accidental, to artwork and installations on display.
- Reports any safety and/or security issues to Exhibitions Manager, as well as physical condition of gallery facilities and equipment.
- Responsible for daily operations of the bookshop including: using credit card system, counting cash, tracking visitors number, sending daily reports, creating sales reports, managing inventory, and maintaining tidy and organized physical space.
- Being informed about CCVA’s programs, mission, and the department of Visual and Environmental Studies, and sharing this information with CCVA visitors.
- Writing and creating engaging content for social media.
- Under guidance of Assistant Director, cultivates relationships for the Bookshop and CCVA Public Programs with local art institutions, libraries, and schools through outreach and marketing.
- Additional administrative duties relating to CCVA programs include arranging travel, event coordination, and other light administrative tasks for the CCVA Director, Assistant Director, and Exhibitions Manager.

Basic Qualifications

- Must be able to work Friday–Sunday, 12–5 pm, and occasional weekday-evening events.
- Candidates should be knowledgeable about contemporary art. Bachelor degree in Studio Arts, Art History, Design, Architecture, or similar field preferred. Previous retail or customer service experience is also a plus.
- Must be extremely responsible and able to follow procedures.
- Must have proficiency social media platforms: Facebook, Twitter, Instagram, Flickr.
- Excellent written and verbal communication skills, organizational skills, and attention to detail.
- Ability to work independently and in a collaborative environment
- Enjoy working in a fast-paced environment, courteous and have good interpersonal skills.
- Ability to lift boxes 30–50 pounds

To apply please send CV and cover letter to ccva@fas.harvard.edu. Hiring immediately!