

Part time VAC Gallery Assistant

POSITION SUMMARY

The Gallery Assistant embraces Oregon Coast Council for the Arts' (OCCA) mission to celebrate, develop, and promote community arts. The Gallery Assistant will work in collaboration with the Visual Arts Center Director to provide a welcoming environment with equitable access for the public through expanded hours of operation of the Visual Arts Center. This is a part time position, Friday- Sunday, 15 hours per week with a starting wage of \$16.50 per hour.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer telephones, greet and answer any questions from members artists and guests
Assisting in Gallery receptions
- Attend required employee staff development meetings/programs.
- Provide administrative assistance, public engagement and encourage sales.
- Data Entry
- Complete accurate timesheet and submit for approval in a timely manner.
- Other duties as assigned by the Director.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

EDUCATION and/or EXPERIENCE

- ☐ Proficiency in Microsoft Office Suite as well as other common office applications

KNOWLEDGE & SKILLS TO BE SUCCESSFUL

- ☐ Dependable and accountable
- ☐ Strong interpersonal skills
- ☐ Friendly and approachable
- ☐ A self-starter with multi-tasking capabilities
- ☐ Responsible
- ☐ Enthusiastic and committed
 - ☐ Attention to detail
 - ☐ Clear communicator Respectful
 - ☐ Organized

LANGUAGE SKILLS

Ability to respond effectively to sensitive inquiries and complaints. Ability to effectively present information and respond to questions from staff, volunteers and the general public. Dual language abilities are preferred but not required.

MATHEMATICAL SKILLS

Ability to count cash and calculate figures such as discounts, commissions and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and deal with abstract and concrete variables.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk and hear; move and hang artwork up to 30 pounds for appropriate display. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, and kneel. Specific vision abilities required by this job include close vision, distance vision and color vision. Ability to perform repetitive tasks such as stuffing envelopes and typing and filing.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally may be exposed to outside weather conditions, which occasionally may include extreme cold or extreme wind and rain. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

This job description does not represent, nor is it intended to be a complete and exhaustive detailed list of all job duties and requirements. Other duties and responsibilities may be assigned and/or changed at the discretion of management, with or without advance notice.

ability to operate facsimile, scanning,