



## Gallery Assistant

### About Erskine College

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

### Description

The Bowie Arts Center at Erskine College seeks a friendly, hard-working and organized professional for a full-time Gallery Assistant position. Applicants should be energetic, detail-oriented, creative, highly organized, and able to prioritize multiple tasks and projects. Responsibilities include assisting the Executive Director with a variety of projects, event organization, and managing the day-to-day operations of the gift shop and gallery. Applicants must adhere to the Christian mission and vision of Erskine College.

### Responsibilities

#### Support Visitor Services & Public Programs

- Assist the Executive Director with visitor services at the galleries, including:
  - Brainstorming and executing audience-building public programs centered on exhibitions and workshops.
  - Serving as a public-facing point of contact within our galleries, greeting visitors and answering curatorial questions.

#### Administrative support

- Maintain and organize gallery and gift shop supplies and inventory
- Assist with internal gallery calendar and management of digital exhibitions
- Schedule external and internal photographers for documentation around exhibitions
- Ensure proper accreditation for photographic documentation of exhibitions
- Populate, review, and update the BAC website as new content is developed and approved
- Review and attune exhibition calendar in partnership with faculty and staff
- Generate gallery checklists, maps, labels, or didactics for public distribution
- Occasionally liaise with artists and lenders to facilitate travel and accommodations
- Properly handle art (packing and wrapping for some storage and shipping)

#### Marketing and social media execution and strategy

- Create and coordinate marketing materials

- Draft communications materials including exhibition press releases and social media messaging for review and approval
- Develop engaging content and remain current on social media trends and best practices as well as new and emerging platforms
- Manage and execute social media strategy and calendar; utilize best practices to continuously improve audience engagement with content

### **Qualifications**

- A personal relationship with Jesus Christ
- Commitment to Erskine's vision and mission
- Willingness to offer spiritual support to students and staff
- Knowledge and experience with Mac platform, Microsoft Office, and Adobe Suite
- Bachelor's degree (Art History, Art Education, Marketing is a plus)
- Good communication skills
- Prior gallery or museum or art education experience is preferred.
- A minimum 2 years of professional experience in a commercial or institutional art environment, studio, classroom or creative discipline is preferred.
- Awareness of museum best practices and standards
- Marketing or retail experience is also an asset

### **Application Process**

To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Resumé
- Cover letter
- References (at least three)