



Position Announcement

Communications & Gallery Assistant

POSITION TITLE: Communications and Gallery Assistant

COMPANY: 1+1=1 opened four years ago as a contemporary fine art gallery in downtown Helena, Montana. The owners are both working artists and are passionate about helping other artists work professionally with galleries and to promote their artwork. A huge part of the 1+1=1 mission is to encourage art appreciators and develop a stronger arts community in Helena and Montana by helping those outside of the traditional art world to feel comfortable with modern art. This includes children of all ages (we are a child-friendly gallery) as well as adults from all walks of life. Our main focus is to be warm, welcoming, and down-to-earth while presenting art collectors and those brand new to art, with a range of very fine art to see, enjoy and buy.

1+1=1 features art from both emerging and mid-career artists. Themed exhibits lasting from 4 to 6 weeks as well as our rotating "Back Gallery" feature works by 28 local and regional artists we represent and invited artists from across the US and Canada. The gallery also hosts events such as art demos, workshops and classes in the owner's studio; gallery talks and *Sound Gallery* (a series of jazz, sound and spoken word performances.)

SUMMARY OF POSITION: Gallery co-owner, Maureen Shaughnessy, has been managing the gallery alone and is finally admitting she needs help. This position begins as a part time position, with the possibility of becoming full time. Duties of the communications and gallery assistant will be varied and interesting. The person we are looking for will be collaborative, creative, focused, have passion and energy for the mission of the gallery; work well with customers and gallery owners; love art; be plugged into or able to be an integral part of the Helena arts community; and be a great communicator.

HOURS: Part time (possibility of full-time) 20 to 30 hours/week. Occasional Saturdays and evenings.

COMPENSATION AND BENEFITS: \$14/hour. Negotiated personal leave and holidays. Other benefits include flexibility and creative dynamic work atmosphere.

DUTIES:

External Communications

- Email marketing, newsletter, special announcements
- Social Media
- Update website, blog posts
- Online event listings, press releases
- Email followup with customers and collectors
- Coordinate advertising, mailings, listings and promotions for exhibit and events
- Written communications and public relations

Gallery Management

- Help plan and execute exhibits, openings and artist talks (behind the scenes and physical set-up)
- Digital photography and photo processing in Photoshop
- Inventory management for online catalog and physical inventory
- Help with events (receptions, performances, special events)
- Staff gallery and help customers choose and buy art
- Interact with customers about our exhibits themes and our artists
- Shipping art and gift wrapping
- Email and address list management
- Other administrative tasks
- Attends and helps with opening receptions, gallery talks and performances

Artist Interaction

- Contracts with artists
- Contacting and staying in communication with artists
- Collect and format artist statements, bios and photos for website and gallery books.

KNOWLEDGE, SKILLS, EDUCATION AND ABILITIES:

- Education: college degree or 2 years experience in gallery, museum or cultural organization
- Imaginative, creative, passionate about art a must
- Ease with social media and online promotion, sales, advertising
- Ability to learn quickly and work without supervision
- Detail oriented
- Organizational and time management skills

- Marketing experience
- Communication skills, both verbal and written
- Knowledge of retail preferred
- Ease with speaking on the phone and in-person with artists and customers
- Knowledge of art history, art styles and movements preferred
- Some bookkeeping experience preferred
- Software: Photoshop, photo apps, Google apps such as Sheets (for inventory and database) and Docs (similar to Microsoft Word and Excel)
- Knowledge of cloud-based computing and willingness to learn and use cloud-based apps such as Google Drive, Calendar, and Photos
- Some photography and graphic design skills preferred
- Typing and data entry skills

To Apply: please email a cover letter, resume' and 3 references to Maureen Shaughnessy at info@1plus1is1.com by July 15, 2017.



[FIND OUT MORE ABOUT US ON OUR WEBSITE](#)



1+1=1 Gallery
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