



BEDFORD GALLERY
invites applications for the position of:

Assistant to the Curator

An Equal Opportunity Employer

SALARY: \$27.00 hourly

CLOSING DATE: 12/08/2019 11:59 PM

POSITION DESCRIPTION: Bedford Gallery seeks an experienced, energetic and organized individual for a **Full- Time (40 hrs./week) Position as Assistant to the Curator at Bedford Gallery.**

[Bedford Gallery](#), with 3,500 square feet of exhibition space, is the largest community-based visual arts facility between the Bay Area and Sacramento and attracts an annual audience of over 30,000. The contemporary art space is housed in the Leshner Center for the Arts, and presents 4 exhibitions per year, related programs, daily school tours, and community workshops.

The Assistant to the Curator is involved in all aspects of exhibition planning and production. Reporting directly to the Bedford Gallery Curator, this position is instrumental in ensuring that the gallery is able to offer excellent programming in the arts by coordinating and scheduling critical aspects of gallery exhibitions, outreach, communications, fundraising, and administrative and budget support.

We're looking for someone with:

- A DEMONSTRATED, THOROUGH KNOWLEDGE OF CONTEMPORARY ARTS ON A LOCAL, NATIONAL AND INTERNATIONAL LEVEL.
- Excellent writing and proofing skills.
- Top-notch organizational skills across a variety of platforms.
- Ability to brainstorm with a group as an engaged team player.
- Self-starter attributes; works well independently.
- Experience working with volunteers.
- Solid understanding of all Social Media platforms
- A curious, creative, and divergent way of thinking

REPRESENTATIVE DUTIES:

The Assistant to the Curator position performs a wide variety of general administrative duties of a responsible nature with a capacity to work independently and requires heavy contact with the public and volunteers via email, phone and in person and the ability to maintain positive working relationships.

Typical duties include:

- Assistance with exhibition research, planning and development.
- Oversight of correspondence with artists, galleries and institutions; inquiry/outreach letters; and vendor contracts.
- Assistance with shipping and insurance.
- Assistance with production of printed collateral: timeline, design review, editing.
- Oversight of gallery rental program (for outside events)
- Assistance with budget preparation, fundraising and grant budgets

- Technological aptitude with software and applications including Microsoft Office Suite, Photoshop, InDesign, Acrobat Pro, Slideroom, Mailchimp, etc.
- Composes, prepares, and processes a variety of forms, applications, requisitions, memoranda, letters, specialized documents, and other documents necessary to office operations using word processing, spreadsheets, and database management software; prepares a variety of department specific materials such as statistical tables, final reports, ordinances, resolutions, catalogs, and brochures; may prepare agenda items for Council and/or Commission meetings; proofreads materials for accuracy, completeness, compliance with departmental and City policies, formatting, and correct English usage, including grammar, punctuation, and spelling.
- Establishes and maintains automated and manual filing systems and databases; researches files, summarizes data from various sources and prepares statistical and narrative reports; may submit reports to various local, state, and federal regulatory agencies.
- Compiles information to support departmental programs or recommendations for change in departmental procedures, policies, and programs; prepares and maintains operating, personnel, and other records.
- Responds to public and employee inquiries concerning departmental and/or Citywide activities, services, programs, policies, and procedures; composes and distributes letters and bulletins regarding City programs; assists program participants or employment applicants in completing necessary applications, permits, or forms; composes promotional, informational, and advertising material.
- Addresses and resolves or refers public complaints or concerns regarding departmental services.
- Plans and organizes events and meetings; arranges for rooms, materials, and refreshments as required; schedules use of conference and meeting rooms.
- Operates standard office equipment, including job-related computer hardware and software applications, and multi-line telephones; may operate other department-specific equipment.
- Coordinates office activities with those of other City departments and outside agencies.
- May maintain records regarding participation in departmental or Citywide programs and use of City facilities; may accept, issue receipts for, record, and deposit monies collected for City services and rentals of City facilities.
- May review applications for City programs, employment, or activities, and determine if requirements are met; may approve permits and applications within specified guidelines.
- May process accounts payable, invoices, budget documents, payroll information, and other financial documentation for the department.
- May handle collection responsibilities for external vendors and on-site vending machines.
- May plan, direct, and review the day-to-day activities of other office or program support staff.
- May process paperwork and handle other human resources procedures during the orientation phase for new employees.

QUALIFICATIONS
GUIDELINES:

Education and Experience Qualifications:

Ideal candidate holds a Bachelors degree and has a minimum of two years work experience in the contemporary art world. Some experience in the performance of tasks assigned to the position being filled and some statistical or accounting training is desirable; or any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below.

Knowledge, Skills, and Abilities:

- Ability to perform administrative work using considerable independent knowledge and judgment.
- Depending on assignment, knowledge of client interaction guidelines and ability to effectively handle administrative duties associated with rental transactions.
- Skill in dealing courteously and effectively with the public and representatives of other agencies, and providing a high level of customer service.
- Skill in understanding, explaining, and implementing human resources procedures while processing new employees.
- Skill in communicating effectively in English both orally and in writing.
- Skill in interpreting, applying, and explaining departmental policies and procedures.
- Skill in establishing and maintaining effective working relationships with others.
- Skill in using tact, discretion, and good judgment in the handling of sensitive information.
- Skill in prioritizing own work and using sound, independent judgment within policy and procedural guidelines.
- Ability to learn policies, procedures, forms, practices, functions, and activities of the department to which assigned.

Special Requirements:

Possession of, or ability to obtain prior to employment, a valid Class C California Driver's License and a good driving record may be required for some assignments.

**SUPPLEMENTAL
INFORMATION:**

Applicants must apply by sending a resume and cover letter to galleryinfo@bedfordgallery.org by **11:59p.m. on Sunday, December 8, 2019 to be eligible for consideration.**

Applicants possessing the MOST DESIRABLE qualifications will be invited to continue in the selection process, which will include an **in-person interview**. The City reserves the right to amend the selection process at any time.

An eligible list will be established as a result of this examination process and will be valid for a period of six months. Applicants will not be notified if they are not invited to participate further in the selection process. Emails will be sent if invited to further participate.

Applicants considered for appointment to this position will be subject to Department of Justice fingerprinting and a thorough background and criminal check.

If special accommodations are necessary at any stage of the examination process, please provide us with advance notice and every attempt will be made to consider your request.

As required by law, all public employees are designated as Disaster Service Workers. As such, all City of Walnut Creek employees may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.