OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Art Gallery Assistant
Organization Name	Twilight Gallery
Job Location	West Seattle
Address	4306 sw Alaska st Seattle WA 98116
Pay Rate	$10.00 - $12.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Tracy Cilona
Phone Number	206-245-6377
Email Address	tracy@twilightart.net
Website	http://www.twilightart.net/
EIN	

Nature of Organization
Twilight Gallery is more than an art shop, located in West Seattles Junction Neighborhood, Twilight hosts monthly gallery openings. performances, trunk shows and literary events. Twilight also offers off-site curating.
Duties and Responsibilities
Curate one exhibit per academic year related to student major or minor. Assist in crafting press releases and social networking posts. Co-coordinate events with gallery owner and mentor. Weekly check-ins and status reports. Assist gallery owner with daily operations of the gallery. Community outreach for monthly Art Walk.
Minimum Qualifications
Must have an interest in Art, Art History, Curatorial work or arts Management. Additionally, an interest in Marketing and Management preferred but not necessary. Minimum 3.0 GPA. Experience working with Apple and Adobe Products. Highly proficient oral and written communication skills. Well versed in Social Media and the ability to maintain a large presence therein.
Educational Benefits

Participants will have hands-on experience in all phases of conception through completion of gallery art exhibitions and curatorial functions; experience in successfully managing the day to day operations of a local at gallery; strengthened marketing and management skills; improved interpersonal and collaboration skills; defined an individual creative and professional presence in Seattle area arts community; acquired a network within the local art community.
How to Apply
Send resume and brief letter of interest to Tracy Cilona at tracy@twilightart.net

Job Number: 40TWGL01 | Category: Arts & Media | Program: State | Reimbursement Rate: 40%