

## Work Study Job Description

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

### 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 art 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](mailto:tracy@twilightart.net)

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