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# Example of Gallery Assistant Job Description

Our company is searching for experienced candidates for the position of gallery assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for gallery assistant

* Greeting and informing visitors about the artists and exhibits
* Assist faculty and artists with exhibit set ups and take downs
* Assist with lighting and hanging of artwork
* Take phone messages
* Staff the coat check during sale viewings and on sale days, and for after-hours special events
* Ensure the tidiness of the coat check area and front entrance space
* Answer general inquiries about sales and preview schedules
* Answer complex inquiries about our eCommerce sales, ranging from registration to shipping
* Record client feedback, problem-solve and take ownership of more complex situations
* Maintain strong awareness of overall business activities to communicate relevant information

## Qualifications for gallery assistant

* Experience with ArtBase and/or FileMaker recommended
* Bachelor’s Degree required, must have an interest in and knowledge of contemporary art
* College degree in Fine Arts, Art History, Graphic Design, or related field
* DSLR Camera not required but a plus
* Experience with FileMaker Pro not required but a plus
* Articulate, confident and a team player