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# Example of Gallery Job Description

Our company is growing rapidly and is hiring for a gallery. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for gallery

* Provide director and admin support, including booking appointments, scheduling travel arrangements, and general correspondence
* Assisting with upcoming exhibitions/art fairs
* Strong skills in Adobe Suite and graphic design
* Chinese language appreciated by not required
* Inventorying artwork across a variety of mediums
* Creating records in FileMaker Pro for newly added pieces, keeping current records up to date
* Working with registrar to organize and pack artwork properly
* Compiling information to be added to press kits and artists bios
* Assisting with daily administrative tasks and gallery management operations including keeping the gallery clean and organized, greeting visitors, filing documents, updating sales materials, CVs, and press kits, local courier and errands
* Staffing openings and other events

## Qualifications for gallery

* A general background in art history with an enthusiastic interest in the arts and an eagerness to learn
* Organizational skills, attention to detail, and demonstrated administrative and research skills
* Strong computer skills (Microsoft office, database entry, internet research)
* Knowledge of FileMaker Pro and QuickBooks is preferred
* Fluency in Mac platform with MS Office, Photoshop and gallery inventory software is a plus
* Photography and/or art history or arts management background preferred