

JOB POSTING

P/T EXHIBITIONS ASSISTANT (Temporary: 3 months)

DiverseWorks is searching for a temporary, part-time **Exhibitions Assistant** for the *River on Fire* exhibition and symposium. This position works with DiverseWorks for 14-20 hours each week providing visitor services, exhibition management, and assisting with planning and execution of public programs and events related to *River on Fire* between September and November 2024.

DUTIES

- Serve as front of house staff for the exhibition *River on Fire*
- Serve as an exhibition guide for visitors as needed
- Manage exhibition; ensure artwork and equipment are in running order and in good condition
- Maintain audience demographics and visitor surveys
- Assist w/public programs and events
- Support the planning and organization of the *River on Fire* symposium

The successful candidate will have administrative and organizational skills and knowledge and a strong interest in contemporary art and climate activism. They will play an essential role in all fall 2024 planning and programming at DiverseWorks.

REQUIREMENTS

- Minimum B.A. or B.F.A degree in arts, culture, or a related field OR 4 years of equivalent work experience
- Experience working in visitor services in an art gallery, museum, or other organization
- Ability to work every Saturday, and other hours as scheduled/when available
- Reliable transportation and ability to travel to MATCH.
- Excellent interpersonal skills
- Must be familiar with basic tools, be able to lift items of 25 lbs. and climb ladders
- Passionate interest in climate activism and the role of art in society

This position is guaranteed **14 hours per week at \$20/hour and is a temporary part-time**, contract position with firm hours of **3 - 6 pm on Thursdays and Fridays** and **11:30 am - 6 pm on Saturdays** with additional hours required for production, public programs, and events. *River On Fire* opens with an evening reception on Friday, September 27, and is on view from September 28 - November 16, 2024.

TO APPLY

Please email your current resume and a cover letter with the subject heading "EXHIBITIONS ASSISTANT" to jobs@diverseworks.org by **Monday, August 12, 2024**. Only those applicants selected for interviews will be contacted. No phone calls, please.

DiverseWorks values workplace diversity and strongly encourages women, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, and foreign-born residents to apply. DiverseWorks is an Equal Opportunity Employer (EOE) that does not discriminate based on race, color, creed, age, gender, gender identity or expression, national origin, religion, ancestry, disability, marital or partnership status, or veteran status.