

## Collections Assistant Position Responsibilities / Description

### / To Apply

Please send a copy of your resume and a letter of introduction to Emma Scherer ([emma@davidson galleries.com](mailto:emma@davidson galleries.com)). No applications will be accepted in-person or over the phone. Please send any questions via email.

### / Overview

The Collections Assistant works directly with the Collections Manager to complete all necessary tasks related to maintaining the collections, physically and digitally. The Collections Assistant role focuses on inventory organization, however they may work in any of the main areas of responsibility of the Collections Manager, which include:

- General Inventory Management
- Exhibitions
- Contemporary Artist Relationships
- Photography Preparation
- Catalogs & Special Projects
- Client Assistance
- Online Inventory Management
- Shipping

#### Main tasks / responsibilities

- Returning artwork to storage after photography or special viewings
- Preparing artwork for photography
- Checking in artwork to the database
- Organizing overstock inventory
- Completing physical inventory
- Maintaining display bins and refreshing inventory

### / Candidate Requirements

No gallery experience required, though experience in art handling and customer service is preferred. This position is open to current college students and recent graduates.

- Bachelor's degree or high school diploma with 3+ years work experience
- Strong communication skills
- Attention to detail
- Art history / Visual art knowledge
- Preferred experience with...
  - Google suite
  - Shopify
  - Inventory databases

## / Schedule & Compensation

Starting hourly wage: \$18/hour, paid on the 1st and 15th of each month

Schedule: Part-time, 16 hours/week. Friday & Saturday 9 - 5:30. *Additional hours for exhibition opening events may be requested by management.*

Start date: As soon as available

### Part-time employee policies

- Paid Time Off
  - Vacation days:
    - First year of employment: 1.2 hours of paid vacation accrued for every 40 hours worked
    - After 3 years: 2.4 hours of paid vacation for every 40 hours worked
    - After 5 years: 3 hours of paid vacation for every 40 hours worked
  - Sick days:
    - 1 hour of sick time accrued for every 40 hours worked. Accrued paid sick leave may be used beginning on the 90th calendar day after the start of employment.
  - Paid holidays:
    - 5 paid holidays at 8 hours per day, per calendar year. Days must be selected in advance.
- Employee discount:
  - 20-25% for Antique works. 25-30% for Contemporary works. Please see the Employee Handbook for more details.
- Transportation:
  - The gallery will supply a monthly ORCA pass for commuting