



Exhibitions Assistant & Curatorial Instructor (Part-Time)

Exhibitions Assistant & Curatorial Instructor oversees the development, implementation, and evaluation of The Art Effect's curatorial workforce program and related elements of exhibition programming at the Trolley Barn. The Exhibitions Assistant and Curatorial Instructor reports to the Trolley Barn Gallery Director and Director of Programs.

- Exhibitions: coordinate, manage, & collaborate on installation at the Trolley Barn Gallery, including:
 - Records management
 - Artist correspondence
 - Shipping and receiving/art handling
 - Gallery preparation
 - Administration for virtual gallery talks
- Gallery sitting during operating hours
- Event and space rental support weekday evenings and weekends, scheduled in advance
- Lead Trolley Barn Youth Curatorial Team (TBCT)
- Mentor youth (TBCT) at varying skill levels in gallery administration and installation
 - Manage the involvement, development, outcomes, and selection of the TBCT
 - Track hours and outcomes
 - Lead TBCT meetings
 - Prepare youth for exhibition openings and as artist talk moderators
 - Manage successful achievement of outcomes and deliverables
- Develop curatorial studies curriculum
- Support new art consultancy program, Forge Arts
- Assists in weekly, quarterly, and annual reporting

The successful candidate will:

- Have previous experience working with youth, museum education, and/or gallery management.
- Demonstrate investment in positive youth development within the arts-focused context of gallery and curatorial practice
- Provide fresh perspectives on possibilities of museum studies and curatorial practice within secondary education and out-of-school programming

Compensation

\$25/hr for approximately 25hrs/week

TO APPLY

Please email cover letter, resumé, and 3 references to employment@thearteffect.org. Applications will be accepted on a rolling basis. No phone inquiries will be accepted. Learn more about us at thearteffect.org.