

CANAL PROJECTS

Gallery Assistant (Temporary, Part-Time)

Thursdays–Saturdays | April 8 – May 23 (with evening availability for Public Programs)

\$25/hr

Canal Projects is seeking an organized, proactive, and personable Gallery Assistant to support daily gallery operations and public programs. This role is integral to the smooth functioning of our art space, serving as a key point of contact for visitors and support for public programs. This is a temporary, part-time position, Thursdays-Saturdays, to begin on April 8th and end on May 23rd. We are also looking for evening availability to support public programs (as needed).

Position Overview

The Gallery Assistant supports gallery operations, including front desk management, exhibition maintenance, public program logistics, communications, and some light archival work. The ideal candidate is detail-oriented, adaptable, and enthusiastic about contemporary art and talking about it with the public.

Key Responsibilities

Front Desk & Visitor Engagement

- Greet visitors and provide information about exhibitions and organizational mission, lead tours and foster a welcoming, engaging environment
- Manage visitor sign-ins and promote upcoming programs
- Oversee opening and closing procedures (Thursdays–Saturdays)
- Monitor and respond to the general email account

Gallery & Office Operations

- Prepare gallery for public hours (lighting, signage, light housekeeping)
- Manage daily operational tasks, maintain cleanliness of exhibition, office, and kitchen areas
- Order and restock office and pantry supplies

Public Programs Support

- Provide evening support during programs as needed, including assist with production, setup, breakdown, and documentation of events
- Draft and edit Instagram posts for upcoming programs

Communications & Archiving

- Write and edit copy for Instagram and monthly newsletters
- Update website with upcoming events and press
- Track artist news via Google Alerts
- Archive press and newsletters (PDF creation, digital filing)

Qualifications

- BA in Art History, Art, Art Education or related field
- Experience in an art gallery or nonprofit arts environment preferred
- Experience in working events and customer service roles
- Experience in social media management or communications
- Strong interest in contemporary art
- Excellent written and verbal communication skills
- Proficiency in MS Office, Adobe Suite (especially InDesign), and Google Drive
- Strong organizational skills and attention to detail
- Professional demeanor and reliability

Please send CV, cover letter and contact information for 2 professional references to us@canalprojects.org with the subject line "Gallery Assistant Application." Applications without a cover letter will not be considered.

Applications close midnight February 21, 2026.