

Gallery Assistant

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain a welcoming environment for all - artists, staff, volunteers, and patrons - that advances the principles of inclusion, diversity, equity, and access (IDEA) that are central to how we work and serve our community.

Our Galleries program boasts over 10,000 square feet of exhibition space across three unique galleries housed within the Arvada Center. The Arvada Center Galleries produces four major exhibition series each year and holds an annual Fine Art Market during the Holiday season. We create all of our exhibitions in-house and focus on Colorado artists and artists of the Western region.

We focus on a collaborative work style in all aspects of the Galleries department and strive to make an enjoyable experience and uplifting environment not only for our visitors but also for our curators, artists, and gallery assistants.

Position Summary

Reporting to the Director of Galleries and/or the Exhibition Manager, this hourly position assists in the preparation, design, installation, transportation, communication, implementation, and interpretation of Arvada Center art exhibitions. This position requires flexibility to work up to 40 hours a week (M-F 9-5) for 2-3 weeks when changing over exhibitions (none to limited working hours during exhibition runs).

Responsibilities

Preparation of Exhibitions:

- Helps maintain all exhibitions (clean cases, change lighting, touch paint, etc.)
- Prepares galleries for exhibitions (patch and paint walls, and pedestals, apply graphic vinyl, mount graphics, fabricates and installs walls, molding, and lighting of artwork)
- Unpacks, installs, repacks, and if requested prepares condition reports for all arriving and returning artwork
- Safely handles/installs artwork and understands the liability of handling fragile and expensive artwork
- Helps maintain gallery shops, including keeping work area clean, safe, and free of debris, and assisting in maintaining an organized stock of materials and tools
- Facilitates gallery shop equipment and tool maintenance
- Builds crates, pedestals, walls, and exhibition mounts as required using hand and power tools
- Works closely with curators and artists to facilitate artistic goals and quality of all exhibitions

Administrative Duties:

- Collaborates/Assists with curators and artists to help install their artistic vision
- Exhibits strong verbal communication skills and interacts with all personnel, vendors, and the general public in a positive and cooperative manner
- Assists in preparing and cleanup of openings and other special events
- Exhibits strong time management skills, and demonstrates a strong ability to prioritize and meet deadlines
- Other reasonable duties as assigned

Skills and Competencies

- Capable of handling objects up to 50 pounds occasionally and/or up to 20 pounds frequently
- Ability to do a physically demanding job including lifting modular walls, being on the floor, climbing on ladders, and being on your feet most of the day
- Effective communication and active problem-solving
- Self-motivated and self-starting
- Comfortable using a variety of hand tools and power tools

Compensation

This is a part-time, nonexempt position earning \$18.50-\$20.50 per hour and is eligible for paid sick leave.

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with your resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line.

Applications accepted until May 8, 2026.