

Role Description

Gallery Attendants



About

Paper Mountain is an artist-run gallery, studios, and a co-working space by and for artists. In the past five years, Paper Mountain has become an integral part of Perth's arts community, providing a home for artists of all disciplines to share, collaborate and grow; and a stellar program of exhibitions, workshops and arts community events.

Role Description

Gallery Attendants are the face of Paper Mountain. Their main responsibility is to make all studio artists, common room members and visitors welcome. It is important they have knowledge of exhibitions and events coming up in the space and promote it to our visitors.

Responsibilities

- Gallery sitting
- Opening and closing of Paper Mountain
- Set up and shutdown of exhibition electronic media (where necessary)
- Greeting visitors to the venue
- Giving visitors information on current exhibition
- Promoting Paper Mountain events to visitors and making them aware of the many aspects of PM - such as Gallery/Common Room/Studios
- Answering enquiries or directing enquiries to the relevant Co-Director/Manager
- Inspect Common Room membership cards
- Take admission fees for events (where appropriate)
- Patrol gallery for safety of the artwork
- Notifying the Gallery Manager of any damage to artwork or building maintenance issue
- Sweeping floors and other general housekeeping
- Monitor traffic in and out of Paper Mountain
- Occasionally assist on installation and deinstallation of artwork
- Recording sales information for exhibitions
- General administrative tasks
- Assisting at Paper Mountain special events and exhibition openings

Communicates to;

- Front of House Manager
- Front of House Assistant

Commitment

As Rostered

Further Enquiries

Johnson Doan (General Manager): info@papermountain.org.au

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