



## PART-TIME PROJECTS ASSISTANT

Apply by June 10

1206 Maple Ave. #540, Los Angeles, CA 90065. | [www.a-bprojects.com](http://www.a-bprojects.com) | @a\_bprojects | [admin@a-bprojects.com](mailto:admin@a-bprojects.com)

### PROJECTS ASSISTANT

Part-time (20-35 hours/month at \$20/hour).

### ABOUT A-B PROJECTS

A-B Projects is a space for exhibitions, critical dialogue, material experimentation, and alternative forms of education that expand and redefine the field of ceramics. We rigorously reevaluate the trajectory of contemporary ceramics while supporting and building community.

A-B Projects is located in Los Angeles and is directed by Nicole Seisler. [www.a-bprojects.com](http://www.a-bprojects.com)

### JOB OVERVIEW

The Projects Assistant helps facilitate *State of Ceramics* and *Studio Sessions*, maintains the programming calendar, maintains the budget and invoicing, develops social media content and press releases, updates the website, tracks ABCC participant progress, and assists with exhibition installation and de-installation. The Projects Assistant thereby supports the Director in areas of daily operation, communications, marketing, and gallery operation.

The Projects Assistant position requires a highly organized, detail-oriented, and flexible individual who is an excellent writer and clear communicator. Experience with Photoshop, Illustrator, social media, and basic bookkeeping is necessary. The ideal candidate will have experience with administrative work and gallery preparation, and a passion for contemporary ceramics. Experience with fundraising is a plus but not expected.

The Projects Assistant reports to the Director. These individuals work together during office hours once per month. Other hours will be fulfilled remotely on a regular schedule one or two days per week. Additional hours will be necessary when installing and deinstalling an exhibition or assisting with an active program. The Projects Assistant will be the second member of this two-person team.

*Specific responsibilities include:*

- Work with the Director and lead artists to maintain contracts, maintain calendars and meet deadlines.
- Develop social media strategies, content and press releases.
- Track program registrants and send email correspondence to participants.
- Participate in the live administration of *State of Ceramics* and some *Studio Sessions*
- Write *State of Ceramics* summaries.
- Track progress of ABCC participants as they complete program requirements.
- Maintain payment schedule for ABCC Advisors.
- Assist with installation and de-installation of artwork for exhibitions, including on-site assistance and occasional transportation of work.

- Assist with packing and return shipping of artwork to non-local artists.
- Prepare invoices and shipping of artworks sold.
- Create vinyl wall text, patch and paint walls, mop, and maintain physical gallery space.
- On occasion, open gallery to visitors during regular Sunday hours, or meet a visitor at the gallery for an appointment.
- Light bookkeeping and budget maintenance.
- Update website with current and past events and content.

## QUALIFICATIONS

### *Required:*

- Bachelor's degree or equivalent experience.
- Excellent writing skills, knowledge of marketing and social media platforms, strong organizational skills, and basic bookkeeping skills.
- Basic skills in Word, Excel, Photoshop, Illustrator, Instagram, and Facebook.
- Collaborative mindset as a team player and an eagerness to learn.

### *Preferred:*

- Skills in Squarespace and Mailchimp.
- At least two years of experience in arts administration and/or galleries.
- Familiarity with (or passion for!) contemporary ceramics.

## ADA SPECIFICATIONS:

Gallery tasks can require lifting and moving up to 50lbs, using drills, climbing ladders, and spending time standing and/or sitting on a concrete floor. Position requires computer use and the ability to speak and listen for extended periods of time. Online programs can require up to 2.5 hours of screen time. Limited local travel may be expected, which requires the use of a motor vehicle and possession of a valid driver's license.

## PAY RANGE AND BENEFITS

\$20/hourly. 20-35 hours of work/monthly. Other benefits include free participation in some *Studio Sessions*, personal introductions and ongoing connection to artists and leaders in contemporary ceramics, and potential opportunities to envision and enact new ideas and programs.

## EQUAL OPPORTUNITY EMPLOYER STATEMENT

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, abled status, genetic information, protected veteran status, or any other characteristic protected by law.

## TO APPLY

Send a cover letter, resumé, and list of three references to [admin@abprojects.com](mailto:admin@abprojects.com).

In your cover letter please share how your strengths, experience, and interests align with the mission of A-B Projects, as well as why a position of such part-time nature is a good fit for you.

The deadline for application is June 10 and candidates will be contacted for interviews by the end of June. Position will remain open until filled.