Job Title: Gallery Assistant
Organization: Detroit Artists Market
Location: Onsite (Detroit, MI)
Position Type: Part time, Hourly
Typical Hours: 21 hours per week, Thursday–Saturday 11 AM - 6 PM, with occasional evenings
Rate: $16/hour
FLSA Status: Non-exempt
Reports to: Gallery Manager
Direct Report(s): N/A

About Detroit Artists Market
Detroit Artists Market (DAM) is a nonprofit art gallery committed to contemporary art and connecting artists, collectors, and communities. For over 90 years, DAM has been a catalyst for creativity, innovation, and community engagement, providing a platform for local artists to showcase their work and connect with art enthusiasts. DAM offers exhibitions, educational programs, and membership opportunities that empower artists and enrich the cultural fabric of Detroit.

Position Overview:
The Gallery Assistant is an entry-level, generalist position ideal for someone interested in gaining hands-on experience in arts administration, gallery management, nonprofit operations, or related fields. Gallery Assistants play an essential role in DAM's day-to-day operations, helping create a welcoming and engaging experience for artists, members, and visitors. Responsibilities include answering questions about artists and exhibitions, supporting membership activities, assisting with artwork sales and public events, maintaining accurate records across organizational systems, and ensuring that our front-of-house experience reflects the care and intention behind DAM's work.

Beyond daily responsibilities, DAM encourages a "build your own adventure" approach to professional development. Team members who are curious and eager to learn have opportunities to explore different areas of the organization, gain exposure to the responsibilities of other roles, and develop skills aligned with their professional interests.

Much of the position involves administrative and operational support, and training is provided on the job. We welcome applicants who are organized, curious, adaptable, and excited to learn while contributing to Detroit's arts community.

Key Responsibilities:

- Greet and assist gallery visitors, providing information about current and upcoming exhibitions, DAM's mission, history, and programs.
- Ensure the gallery and gift shop are well-maintained and presentable for visitors, reporting any maintenance issues promptly.
- Assist in the planning, set up, and execution of events including; exhibition openings, educational programs, workshops, and special events.

- Assist in exhibition preparations, serving as an artist liaison, handling and moving artwork, and the creation of exhibition related materials.
- Provide quality customer service in retail operations including processing store and exhibition sales and packaging artwork.
- Assist with database management for donations and memberships, including processing memberships and donations, data entry and record maintenance.
- Ensure data accuracy and integrity by regularly updating donor and member information.
- Generate reports and insights from CRM to support fundraising and member recruitment efforts.
- Support Gallery Manager in maintaining the POS database, assisting with inventory management, store merchandising, and tracking gallery and store sales.
- Help with administrative tasks such as scheduling meetings, managing correspondence, record keeping, and mailings.
- Additional duties as assigned.

Qualifications:

- High school diploma required.
- Strong interest in learning about arts administration, gallery management, or related work.
- Ability to work weekends, gallery special events, and occasional evenings.
- Ability to work collaboratively in a team and independently.
- Passion for the arts and the advancement of Detroit's creative community.
- Must be able to operate the following equipment: computer or iPad, telephone, printer/copier and fax.

Working Conditions
Business hours for the Detroit Artists Market are Tuesday through Saturday, 11am-6pm. The Gallery Assistant's schedule will be Thursday-Saturday, 11am-6pm, with occasional evening programming for opening receptions, programs, or events.

The noise level in the work environment is usually moderate. Physical activity required with the ability to lift approximately 50 lbs.

Interested candidates are invited to email their resume and a brief statement of interest to kelly@detroitartistsmarket.org for consideration.

DAM is an equal opportunity employer and welcomes candidates from all backgrounds to apply.