



Job Announcement

Pajaro Valley Arts
37 Sudden St. Watsonville, CA 95076

Gallery Coordinator (Bilingual)

Part-Time 20 hrs. /wk.

\$16 - \$20/hr.

Join our exciting and creative organization. The **Gallery Coordinator** is responsible for providing gallery and administrative support for our organization. A successful candidate will be self-motivated, organized, trustworthy, reliable, flexible and enthusiastic about the arts. Bring your excellent bilingual/Spanish skills and creativity to our team. Please plan to work on weekends during exhibits (36 weekends/year).

Duties

- Greeting and serving gallery visitors
- Opening/closing gallery
- Database updates
- Handling artwork sales
- Translating exhibit materials
- Written and verbal communication with customers/artists
- Bookkeeping with Quickbooks
- Assist with gallery receptions and events
- Volunteer coordination

Skills/Qualifications

- Accurate and detail-oriented
- Excellent English/Spanish communication skills
- Type 45-50/wpm
- Must be availability to work weekends during exhibits (36 weekends/year)

Experience

- Experience with Microsoft Office Suite
- Experience with, or ability to learn, database and bookkeeping programs. QuickBooks experience is a plus.
- Administrative Assistant: 1 or more years' experience preferred

Education

- Associate Degree in administration, or similar area of study preferred

Location

- Watsonville, CA

Language

- English/Spanish (Required)

Hours: Part-Time 20 hours/week

Start Date: When filled

Please send a resume and cover letter to: ApplyPVA@gmail.com