

## **NOW HIRING: Custom Picture Framer and Gallery Assistant**

### **Van Dyck Frame Design and Capitol Contemporary Gallery**

451 S. Capitol Blvd.

Boise, Idaho 83702

[capitolcontemporarygallery@gmail.com](mailto:capitolcontemporarygallery@gmail.com)

#### **Details**

- Part time, approximately 20 hours per week
- Flexible hours, though must be available most Saturdays
- Competitive pay, depends on experience
- Retirement contribution option
- Generous employee discount on personal framing

#### **Job Description**

Van Dyck Frame Design and Capitol Contemporary Gallery are side-by-side locally owned and operated businesses in the heart of downtown Boise. We are searching for a hands-on framer and positive, motivated gallery assistant to join our team. On the job training will be provided. If you're creative, enjoy solving new problems every day, and putting a smile on the faces of customers, you will fit right in at our shop. This is a great opportunity to learn a skilled, centuries-old craft and to work in an upbeat, positive setting in the heart of downtown. We encourage professional and creative individuals to apply.

#### **Job Purpose and Duties**

This job supports the shop in the day-to-day operations of framing and gallery assistance. The position is responsible for the following:

1. Perform basic framing production duties, including mat and glass cutting, fitting, handling, and related framing techniques.
2. Greet and engage with customers in both the frame shop and gallery
3. Perform opening and closing responsibilities
4. Assist with specific housekeeping tasks, including dusting, vacuuming, sweeping, mopping, emptying trash, and cleaning bathrooms.
5. Perform marketing duties, including but not limited to customer callbacks, thank you cards, gallery labels, and social media and web updates.
6. Art handling, hanging, and installation
7. All other tasks as assigned

#### **Minimum Qualifications**

1. Excellent communication (both verbal and written) and interpersonal skills
2. Good judgment in dealing with people and setting priorities
3. High school diploma or GED
4. US work authorization
5. Ability to accurately read a tape measure, and work with fractions
6. Physical ability to lift materials and supplies weighing up to 50 lbs., bending, stooping, twisting, and prolonged standing
7. Basic computer and phone skills

#### **Preferred Experience**

1. Previous experience in the Visual Arts
2. Prior experience in art installation, gallery hanging, or picture framing
3. BA or some higher education in Art or related field
4. A good eye for design and color

#### **To Apply:**

Please email your resume and cover letter to [capitolcontemporarygallery@gmail.com](mailto:capitolcontemporarygallery@gmail.com) by 04/19/2021.