

**March 2025**

**Job Title:** Gallery Aide – Cobalt Gallery

**Location:** Cobalt Gallery, Fort Bragg, CA

**Compensation:** \$20-\$23 per hour (depending on experience)

**Hours:** Part-Time (15-20 hours per week)



**Position Overview:**

Flockworks is seeking a Gallery Aide to staff the Cobalt Gallery, assist with art sales, and help facilitate events and activities. The ideal candidate will be a flexible, customer-focused individual with a passion for the arts and community engagement. This role will require weekend hours on Saturdays and Sundays, with occasional evening hours for special events.

**Key Responsibilities:**

**Gallery Staffing & Sales**

- Oversee daily gallery operations and welcome visitors.
- Assist customers with art sales, processing transactions, and providing information about exhibited work.
- Ensure a welcoming and professional gallery environment.

**Event & Activity Support**

- Help facilitate workshops, artist talks, and community events in the gallery.
- Assist with event setup and takedown as needed.
- Engage with artists, guests, and community members to promote a positive experience.

**Coordination & Communication**

- Work closely under the direction of the **Communications & Outreach Director** and **Administrative Assistant** to coordinate gallery activities.
- Support marketing efforts by sharing gallery events with visitors.
- Provide feedback and insights to help enhance gallery programming.

**Qualifications:**

- Artistic background preferred (visual arts, curation, or arts administration experience is a plus).
- Comfortable working with a diverse group of people, including kids, adults, and artists.
- Strong customer service and communication skills.
- Reliable, self-motivated, and able to work independently.
- Available for weekend shifts (Saturday & Sunday) and flexible for occasional special events.

**Benefits & Work Environment:**

- Hourly pay of \$20-\$23
- Robust PTO: 1 hour off for every 10 hours worked
- 4% 401(k) match
- 11 paid holidays (on scheduled work days)
- Opportunities for growth

**To Apply:**

Please submit your resume and a cover letter detailing your experience and why you're interested in this position to [communications@flockworks.org](mailto:communications@flockworks.org) and [support@flockworks.org](mailto:support@flockworks.org). We look forward to hearing from you!

## ABOUT US

Flockworks, a local non-profit on the Mendocino Coast since 2006, works to strengthen and connect our community through creative arts. We add value to our community through the strengths and success of our employees as we work together to provide quality programs. We aim to create opportunities for our employees to grow, learn, and evolve. At Flockworks, our values drive everything we do:

- **Mission-Driven:** We aim to do the most with the resources available.
- **Abundance, Creativity & Inclusiveness:** We shape efforts within our team and in our service to others in the community.
- **Continuous Learning:** We strive to support our teams and individuals in finding opportunities to keep learning and evolving.
- **Leadership and Teamwork:** We create opportunities for everyone to develop leadership skills and teamwork, involving our Board, Staff, and volunteers.
- **Collaboration:** We believe collaboration with others is vital to the larger success of our community, including funders, donors, community organizations, civic groups, businesses, schools, and government entities.

Together, we accomplish our mission and better serve our community. We value all our employees and strive to support those who make the programs and initiatives successful. Together, we are Flockworks, building community through creative and artful engagement.

I have read, understand, and agree to perform the duties described in the job description for the Gallery Aide.

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Signature of employee Date