



Temporary Part-Time Exhibitions and Gallery Administrator

The ONE Archives Foundation, Inc. is hiring a temporary part-time Exhibitions and Gallery Administrator to work on our winter and spring exhibitions and public programs at the ONE Gallery, West Hollywood. The Exhibitions and Gallery Administrator will mainly support *Metanoia: Transformation through AIDS Archives and Activism*. This exhibition will be free to the public and on view through early April 2020. The Exhibitions and Gallery Administrator will work with Director of Content Strategy to directly coordinate with curators, panelists, public program organizers, and the ONE Archives at the USC Libraries.

- Assist in the installation and deinstallation of the winter/spring 2020 exhibition, supporting the Director of Content Strategy, installers, and guest curators.
- Assist the Director of Content Strategy and guest curators with the development, planning, and implementation of exhibition programming such as readings, talks, film screenings, and gallery tours on site at the ONE Gallery and at other venues.
- Event and logistical support during the winter/spring 2020 exhibition openings, community programs, and events.
- Gallery attendant duties at the exhibition space in West Hollywood during gallery opening hours.
- Support administrative duties including processing exhibition paperwork.
- Gallery maintenance and cleaning duties, consistent with the ONE Gallery and the City of West Hollywood policies and procedures.
- Assist with the design of exhibition layout, wall text, and labels;
- Coordinate exhibition-related print jobs with print shop and designer
- Draft and organize press information.
- Interact with visitors and input visitor information into database.
- On occasion, assist the Director of Content Strategy, as well as guest curators, with archival research at ONE Archives at the USC Libraries, to include but not limited to identifying collections, processing collections paperwork, scanning documents, and reprinting materials for exhibitions, consistent with the policies and procedures of ONE Archives at the USC Libraries. May assist with research at other archives, as well.
- On occasion, assist with social media curation related to the exhibitions and public programs, consistent with ONE Archives Foundation's social media guidelines, including but not limited to: Facebook, Instagram and Twitter.

Hours: 20-24 hours/week

Compensation: \$20 per hour

Employment Status: The Exhibitions and Gallery Administrator is classified as a temporary employee and will be subject to any and all payroll taxes. Please note: ONE Archives Foundation benefits are not provided to temporary employees.

Start Date: January 2020; **End Date:** April 30, 2020

Time commitment: Friday, Saturday, and Sunday, January 2020 – April 30, 2020; 10:30am-6:30pm daily (required). May be asked to work additional hours to be determined with your supervisor.

Qualifications:

- The ideal candidate will have experience in exhibitions and gallery administration, knowledge and passion for LGBTQ history, strong writing and speech skills, and the flexibility to commute to our administrative offices, exhibitions space, and to the Archives
- The ideal candidate will be a creative problem solver with attention to detail and the ability to collaborate with others and work independently within a fast-paced environment.
- Graduate and Undergraduate students with Senior standing will be considered.
- As standard procedure, this position is subject to a satisfactory background check, reference check, and tuberculosis (TB) testing.

How to apply: Please e-mail your resume and a letter of interest to humanresources@onearchives.org, with the title Exhibitions and Gallery Administrator in the subject line, no later than Friday December 20, 2019, 5PM. If you have any questions, please email humanresources@onearchives.org.

About the ONE Archives Foundation: The ONE Archives Foundation is an independent 501(c)(3) non-profit organization that supports ONE Archives at the University of Southern California (USC) Libraries, the largest repository of LGBTQ materials in the world. Founded in 1952, the ONE Archives Foundation is the oldest active LGBTQ organizations in the United States, dedicated to telling the accurate and authentic stories of LGBTQ people, history and culture through public exhibitions, educational projects and trainings, and community outreach programs.

Phone: 323.419.2416

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Administrative offices: 7655 Sunset Boulevard, Los Angeles, CA 90046
Archives: 909 West Adams Boulevard, Los Angeles, CA 90007

Website: onearchives.org