

Temporary Program Assistant

Be part of the visual art programming team at the Rogue Gallery & Art Center. Work with a supportive and encouraging staff in an established art center.

Hours: 10 to 15 hours a week; flexible schedule

Wages: \$14.00 an hour

Position date: Now through May 15, 2023

General Duties:

The Temporary Program Assistant works closely with Executive Director and Rogue Gallery staff in assisting with exhibits and programs.

Duties and Responsibilities:

- Aid in installing exhibits
- Help maintain gallery space
- Aid in research on gallery art collection
- Greet patrons
- Aid in setting up events
- Prepare labels for exhibits
- Office assistance work

The Rogue Gallery & Art Center is a non-profit visual art center that serves Southern Oregon. We present inspirational visual art exhibitions, educational opportunities, and community outreach programs. Located in downtown Medford, the Rogue Gallery has over 5500 sq. ft. dedicated to the visual arts that include three exhibition spaces, an artisan gift shop, and a large art studio.

To Apply: Send a cover letter and resume to:

Kim Hearon, Executive Director
Rogue Gallery & Art center
kim@roquegallery.org