

Monday, July 29, 2019

## Join SMUSH as a Gallery Work/Study Assistant!

Company: SMUSH Gallery

Location: Jersey City, NJ

Compensation: Space Use (Rehearsal, Performance), Comp Tickets, Professional Support

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Be part of the SMUSH Gallery community! Rehearse, develop, and produce your work for free! Gallery work/study assistants provide valuable face-to-face interaction to our diverse community of artists and the art-curious in Jersey City, and provide invaluable services to our young and thriving arts organization.

### KEY DATES

Application period: July 29-August 31, 2019

Term dates: September 8 - January 31, 2019 (option to extend into Winter/Spring 2020)

Applicants must be 18+. Working artists will be given preference.

### REQUIREMENTS

Work the gallery Sunday afternoons, 5 hour shift (11:30a-4:30p preferred)

Attend meetings with gallery owner and answer emails during the week (as needed)

Co-host additional events (as needs and schedules allow)

\*must provide own laptop computer for work sessions

### BENEFITS

Receive credits for free rehearsal, production, and other uses of gallery space

Comp tickets for gallery-produced events (avg of 2 per month)

Credits may also be used to cover application fees and additional comp tickets

Letter of recommendation (at the end of term), mentorship, and links to other professional contacts and opportunities

College credit may be arranged; please inquire for details

### RESPONSIBILITIES

Welcome guests and provide information about gallery art, events, and opportunities

Manage archival materials

Assist with mailing list and other publicity streams

Clean and organize gallery spaces and supplies

Provide general assistance to gallery owner and presenting artists

Provide shift reports to gallery owner

### EXCELLENT CANDIDATES

Love art, artists, arts organizations, and talking about art of all kinds

Think both macroscopically (big picture ideas) and microscopically (keen attention to detail), and move easily between the two

Self-motivate, work best independently, and communicate clearly, thoroughly, professionally, and punctually

Prioritize reflection, feedback, and improvement, both on their own and in collaboration

Work well with Google Drive, Mailchimp, Squarespace; ideal candidates possess design skills and software

Make their own artwork and will benefit from our work/study resources

### ABOUT SMUSH

SMUSH Gallery is a vibrant home for creative and community work in Jersey City. Led by owner/artistic director Katelyn Halpern, SMUSH hosts rotating visual art exhibits, performances, and workshops, and provides research, development, and production opportunities to artists

from NJ, NY, and beyond. We value inclusion, quality, concept, and experimentation.

#### TO APPLY

[Look us up](#) and [get to know what we do](#), then send a resume, cover letter, and other compelling application materials to Katelyn at [hello@smushgallery.com](mailto:hello@smushgallery.com). Please note that although applications may be accepted through the end of August, we're prepared to offer the position to the right candidate immediately.

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SMUSH Gallery  
340 Summit Ave  
Jersey City, NJ, 07306  
[smushgallery.com](http://smushgallery.com)

For more information:  
Katelyn  
[hello@smushgallery.com](mailto:hello@smushgallery.com)

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