

# LAWNDALE

## **Position: Gallery Attendant for The Big Show 2025**

### **Status: Part-time hourly | Contract**

**Lawndale Art & Performance Center** is seeking a part-time Gallery Attendant for the upcoming *Big Show* exhibition, on view June 6 – August 2, 2025.

Lawndale is a multidisciplinary contemporary art center that engages Houston communities with exhibitions and programs that explore the aesthetic, critical, and social issues of our time. *The Big Show* is our annual juried open call featuring artists from the Houston & Gulf Coast region.

### **Position Overview**

The Gallery Attendant for *The Big Show* is a part-time, hourly position for June, July, and August 2025. This position is between 12 to 18 hours per week, including required Saturday gallery hours (11 AM – 5 PM, plus set-up and shut-down time), and ideally a position start date of end of May/early June. The pay rate is \$20/hour. The position will report to the Executive Director.

The Gallery Attendant will welcome visitors, perform opening and closing duties for the galleries, engage with *The Big Show* artists to coordinate and plan the Big Slide Show events, and select administrative support.

### **Qualifications**

Ideally, the candidate will have previous experience at an arts organization, business, or within a university setting in a similar front-facing role with comparable responsibilities. Candidates should be comfortable greeting the public, have strong verbal and written communications skills, and have proficiency with Microsoft Word and Google Drive platforms.

### **Application Instructions**

Applications should be sent to [askus@lawndaleartcenter.org](mailto:askus@lawndaleartcenter.org) with the subject line “Gallery Attendant Application.” Please include why you are interested in working at Lawndale, an attached resume (in PDF format), and contact information (phone + email) for two references. Priority deadline for applications is Friday, May 2, 2025. Applications will be accepted until the position is filled. Only those applicants selected for interviews will be contacted.

Lawndale is committed to creating a diverse and representative workplace and strongly encourages individuals from marginalized communities to apply. Lawndale is an Equal Opportunity Employer (EOE) and does not discriminate in employment on the basis of race, color, religion, sex (including gender identity), sexual orientation, disability, age, national origin, political affiliation, marital status, parental status, military service, or other non-merit factors. Statistics show that individuals coming from historically excluded or oppressed groups apply to jobs only if they meet every qualification. Lawndale invites you to defy that statistic. Applicants rarely meet 100% of the qualifications and we would like to hear from you.