

The Little Gallery of San Bernardino

Position Title: Administrative assistant

Position type: Internship

Supervised/Mentored by: Andrew K. Thompson and Stephanie MacLean

Salary: Unpaid

Hours: 5 hours per week

Location: 459 W. 4th St. Suite #12 San Bernardino, CA 92401 and some remote

About The Little Gallery of San Bernardino (TLGSB): The Little Gallery was started by Cal State San Bernardino adjunct professor Andrew K. Thompson (Gallery Director) and local artist, Eric Servin (Gallery Manager). Their mission is to spotlight curated, contemporary art from San Bernardino County and beyond. In addition to the Gallery Director and Manager, TLGSB has a Media Content Manager, a Chief Financial Officer (Stephanie MacLean), and a Graphic Design team.

Purpose of the Position: Successful candidates will work closely with the Gallery Director and Chief Financial Officer to ensure the gallery runs smoothly as it continues to expand. You will be at the heart of a growing, community-based, artist-run gallery as it develops into an established local institution.

Responsibilities & Duties: Duties will include but are not limited to Light QuickBooks accounting, administrative help, managing an email list, keeping track of sales and shipment orders.

Training: You will be taught techniques and strategies for running a small art-related business including grant research and writing, light accounting, project management, and relationship building.

Requirements: The ability to work with the team for a common goal, an acumen for office work, respond and complete tasks in a timely manner, a familiarity with QuickBooks. experience with art is a plus but not necessary

Application Procedure:

Send resume and cover letter to TheLittleGallerySB@gmail.com