

Academy Center of the Arts Gallery Assistant

Description of Position

The Academy Center of the Arts is Greater Lynchburg's center for arts, culture, and community building. The Gallery Assistant will assist with front desk tasks, social media coordination, and gallery installations. Candidates must be organized, proactive, and eager to contribute to a vibrant community arts space. Hours of Operation are typically between 9am-5pm, Monday through Friday. Desired shifts are 9am-1pm and 1pm-5pm, hours are flexible.

The student will report to the Liberty University Federal Work Study Coordinator and the Academy Center of the Arts Curator and Communications Specialist. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Academy Center of the Arts Gallery
600 Main St
Lynchburg, VA 24504

Job Responsibilities

- Greet and assist gallery visitors, provide exhibit information, and maintain a welcoming environment.
- Help install and deinstall exhibitions under supervision, ensuring display standards are met.
- Maintain digital inventory records and assist with uploading artworks to Artistica.shop.
- Develop and schedule engaging content for Instagram, Facebook, and other platforms using Canva or similar tools.
- Help with email drafting, event promotion, and campaign ideas tied to upcoming shows or featured artists.
- Capture moments during exhibition setups, artist visits, and community events to support storytelling and promotion.
- Support record keeping, signage preparation, and basic design work for exhibitions or featured artwork.

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher
- Pursuing a degree in Marketing, Digital Media, Communications, Art, Non-profit Management

Pay Rate: \$16.23 per hour

Length of Employment: Immediate start, lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://liberty.wd5.myworkdayjobs.com/en-US/lu_job_board_student/job/Off-Campus-Work-Study---Student-Financial-Services_R0004548.