

ART GALLERY COORDINATOR

CLASS SUMMARY

Under general supervision, the Art Gallery Coordinator assists with the implementation of established Art Department policy and procedures. Assists the Gallery Director with the curatorship, development, installation, and promotion of all Art Gallery exhibits and events at appropriate gallery locations. Provides liaison to appropriate college and public entities vis a vis Art Department/Gallery produced activities. Develops and monitors Art Gallery staff, student, and volunteer work schedules.

REPRESENTATIVE DUTIES

Assists in the installation of exhibitions which may include sanding, painting, moving wall, applying wall letters, preparing shelves and pedestals, focusing lights, and the moving, handling, installing of artwork. Coordinates special tours. Serves as an outreach resource to various local arts related organizations. Provides ongoing assistance with the maintenance of the Art Gallery WEB page. Generates requisitions for materials and supplies for both gallery spaces. Assists the Director in generating copy to be used by campus design staff in the production of exhibit postcards, catalogs, and flyers. Provides lead assistance in the coordination of Art Sales including, but not limited to: receiving artwork, placement of the work, maintaining requisite paperwork, maintain accurate financial records for the proper disbursement of funds, generating check requests to the Student Business Office, and generating the necessary paperwork to obtain campus assistance from securing and maintenance/operations. When appropriate, attends and participates in campus and local meetings or special events as they relate to the college's artistic collaboration with the communities it serves. Generates public relations materials, maintains the SAC Art Galleries mailing list. Provides clerical functions necessary to disseminate gallery information to special interest groups, campus constituencies, and the media. Works with the Student Business Office to properly manage and monitor account balances. Assists in the preparation of materials for the Gallery Production class(es). Answers office phones inquiries regarding gallery exhibitions and maintain voice mail message on both gallery telephones. Coordinates opening receptions for all gallery openings. Assumes and performs related duties and responsibilities as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated supervisor or administrator.

ART GALLERY COORDINATOR cont'd

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of education and/or on-the-job training equivalent to three year's experience as an art gallery aid, technician or assistant; including the receiving and placement of artwork, maintaining requisite paperwork, maintaining accurate financial records, and assisting in the broad spectrum of activities necessary to mount a gallery exhibit.

Knowledge and Abilities

Knowledge of: General curatorial duties, gallery design concepts, promotion/public relations, and exhibit installation(s). Basic grammar, fundamentals of financial record keeping, filing, word processing, and college policies/procedures.

Ability to: Prioritize workload and prepare necessary written reports; follow oral and written instructions; maintain an effective liaison with administrative personnel, faculty, students, and the general public; follow through on own initiative to complete projects and plans.