

Gallery Manager

Helen Day Art Center

Summary of Position

As Gallery Manager, this role manages the physical gallery space, supports the administrative needs of the Exhibitions program, and manages HDAC's exhibitions-related web pages. This position ensures that the external-facing operations of HDAC's Gallery and Exhibitions reinforce our reputation of a high caliber, professional Art Center.

The person in this role will have the opportunity to assist with written interpretation. Experience as a gallery or museum preparator is required. Experience curating high level exhibitions and experience with social content are preferred. This role has the potential to grow into an Assistant Curator role.

This is a 24 hr/wk position.

Reviews of applicants will begin immediately. Submit a cover letter, resume and references to Jen Schoeberlein at deputy@helenday.com. Please include the words "Gallery Manager" in the subject line.

Responsibilities:

Primarily responsibilities include, but are not limited to:

- Provide production and administrative support for the HDAC Exhibitions program, including research and coordination of exhibitions, artists, and special events.
- Act as first point of contact for HDAC while staffing the gallery and as requested at other times. This includes greeting gallery visitors, responding to in-person inquiries, and answering incoming calls and email related to the gallery.
- Manage operations of the gallery & exhibitions, including opening and closing the galleries; managing and executing art sales; maintaining gallery attendance records; and creating gallery instructional documents.

- Manage preparation of physical gallery space for exhibitions, including shipping and intake of artwork; condition reports; storage and organization of packing materials; lighting; and all steps of installation and de-installation for interior and exterior exhibitions. Arrange volunteers to assist with each stage of the install and de-install process.
- Utilize HDAC templates (as available) to design and produce collateral for print and digital media to promote HDAC's exhibitions. Manage online presence of HDAC's exhibitions.
- Manage the inventory of printed exhibitions collateral. Maintain the physical and digital exhibitions archive.
- Manage logistics for exhibition openings. Document Art Center exhibitions with photography, video, sound and other means.
- Organize and maintain the Visual Arts Curatorial Committee. This includes organizing artist's submitted materials; corresponding with applicants; and managing logistics of committee review meetings.
- Co-Curate the Members' Art Show with Office Administrator. Support the Festival of Trees & Light by managing call for Artisans.

Report: The Gallery Manager reports to the Executive Director and the Deputy Director.

WORK ENVIRONMENT

Helen Day Art Center's small staff operates as a team. Staff members assist each other as needed, so that the Art Center presents a unified schedule of exhibits and programs to the public, in support of the mission, vision and goals of the Art Center.

1. Some evening and weekend work required.
2. Hours will fluctuate some weeks dependent on exhibitions, education programs, or special events.
3. Some travel may be required.

The above duties and responsibilities describe the general nature and level of work performed in this job. As the position matures and evolves, so too will the duties.

KNOWLEDGE, SKILLS AND ABILITIES

1. BFA or BA in Art History required.
2. Minimum of 3 years experience working in a gallery setting assisting with exhibition installations and de-installations.
3. Knowledge of contemporary visual arts.
4. Strong organizational and time-management skills, with the ability to set priorities and limits

in order to accomplish tasks efficiently and meet deadlines.

5. The ability to work independently, multi-task, maintain good spirit and humor under deadlines, and participate as an effective team member.
6. Excellent communication and interpersonal skills.
7. Knowledge of fundamental office practices, procedures and equipment. Past experience with Macs and Google cloud suite preferred.
8. Working knowledge and experience with Adobe creative suite.
9. High degree of personal and professional integrity and the ability to treat sensitive information with the highest degree of confidentiality. Ability to exercise good judgment, courtesy and tact in dealing with the general public, Board, staff and affiliates of the Art Center.
10. Fluency in English, with additional languages preferred.
11. Commitment to the value of diversity including gender, race, age, socio-economic level, sexual orientation and religion.
12. A valid driver's license required and access to a vehicle preferred.