

Classification Summary:

The primary function of an employee is to coordinate and oversee the programming and display of visual arts for the West Valley Arts Council HQ and The City of Surprise City Hall. This position also manages the gallery operations.

Essential Functions:

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Manages gallery operations, sales reports, and staff scheduling;
 - Communicates with user groups and consignment artists;
 - Maintains yearly schedule of visual arts exhibits;
 - Installs artworks and art exhibits;
 - Assists with the planning and development of fundraising events for the gallery;
 - Maintains database records (with Office Manager) for gallery such as inventories, and related records;
 - Sends out press releases and mailings for gallery events;
 - Plans, monitors and prepares budget reports for gallery activities and events;
 - Meets with City of Surprise staff and others to determine visual arts needs;
 - Researches merchandising needs for the gallery;
 - Writes artist contracts for gallery & courtyard projects including installations and exhibits and rentals;
 - Produces brochures and marketing materials for the gallery;
 - Performs all work duties and activities in accordance with policies and procedures;
 - Works in a safe manner and reports unsafe activity and conditions.
- Exhibit management & coordination
- Plan exhibit seasons
- Coordinate Gallery & Courtyard Rentals
- Manage retail and placement of new members
- Assist team with Gallery logistics and Event Support
- Coordinate Gallery maintenance between exhibitions
- Establish and maintain communication with local artists (including roster directory w/artist info)
- Manage General correspondence and database management
- Surprise City Hall exhibition management
- Planning Scheduling and posting of social media content
- Social Media Posts and Event Updates
- Work with Staff for event ticketing, communication and management
- Maintain gallery event calendar
- Manage online gallery exhibitions with IT team

Knowledge, Skills and Abilities:

Knowledge of:

- Public art and gallery procedures, objectives, and guidelines;
- All mediums of artwork and the methods by which they are created;
- Installation and procurement of various artworks;
- Procedures, laws, and contract issues in relation to public art commissions and programs;
- Personal computers and job-related software;
- Basic budgeting and record keeping principles and procedures;
- Grant proposal writing and grant program administration;
- Rules and regulations pertaining to non-profit foundations;
- Conservation and art maintenance.

Ability to:

- Supervise temporary staff;
- Organize and promote fundraising events;
- Envision the installation of various artworks;
- Anticipate and prepare for the technical requirements associated with an artwork installation and display;
- Coordinate, oversee, and promote the visual arts programming and scheduling of artwork;
- Negotiate and administer contracts relating to the acquisition of artwork;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Operate a standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing

Supervision Received:

The Gallery Coordinator reports to the President & CEO of WVAC

Supervision Exercised:

This position may supervise temporary staff.

Minimum Qualifications:

- Bachelor's Degree in Art History, Art Management or related field, or
- A minimum of four (4) years experience in gallery operations and public art programs; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Send Resumes to: info@westvalleyarts.org
www.westvalleyarts.org