

Gallery Coordinator, Bay School Community Arts Center/Art Speaks Gallery

The gallery coordinator will have primary responsibility for determining and maintaining the arrangement of the gallery, communication and documentation with artists and their artwork, and planning special exhibitions. The gallery coordinator will work with the operations manager and gallery assistants to complete duties outlined below, and report to the executive director. The gallery coordinator is encouraged to engage interns, volunteers, and docents.

The position is part-time, 25 hours per week, including every other Saturday and some evenings.

Specific gallery duties include and are not limited to:

- Correspondence, both verbal and written, with exhibiting artists regarding jury process, contracts, inventory, artwork delivery and pick up, and special exhibitions
- Recruit new artists for gallery and exhibitions
- Handle logistics for special exhibitions, including recruiting and collecting artist submissions, timely promotions, inventory and tags
- With gallery team, schedule yearly exhibitions, arrange window displays, and hang special exhibitions
- Maintain any relationships with outside venues that display Bay School art, including receiving payments and replenishing inventory (Callis House Inn)
- Arrange and install temporary exhibitions with community partners
- Act as liaison between artist and customer, including special orders
- Establish lasting relationships of collaboration and trust with our artists and patrons
- Maintain gallery and artist pages on website, regularly post on Facebook and Instagram
- Create advertisements, press releases, and e-blasts about exhibitions and gallery events

Gallery assistants and interns, under direction of the gallery coordinator:

- Maintain gallery appearance, including replacing artwork that is removed or sold and rearranging after classes and special exhibitions
- Log in/out and maintain gallery inventory, including periodic inventory checks, and label or tag artwork
- Maintain cleanliness of gallery and store between professional cleanings
- Order supplies for gallery, i.e. bags, tissue paper, etc.
- Photograph selected gallery artwork and upload to website

In the absence of assistants and interns, the above responsibilities fall to the gallery coordinator.

General staff duties include and are not limited to:

- Greet customers, volunteers, students, and others who visit the gallery
- Complete sales of artwork, art supplies, and class registration
- Enter class registration information into class database
- Answer phone and in-person questions about classes, etc.
- Represent the Bay School at outside events and functions