

JOB DESCRIPTION
Gallery Manager Position, Arts Council of Southeast Missouri

Gallery

- Curate shows in collaboration with the Director (including local, regional, and national juried exhibitions.)
- Correspond with artists, jurors, art educators, and other exhibiting organizations.)
- Work closely with individual artists and develop relationships with new artists.
- Spackle, sand, paint walls and pedestals along with hanging, lighting and taking down previous shows.
- Design promotional images; prepare facility marketing materials including new releases, flyers, schedule of events, pamphlets and brochures.
- Maintain ongoing promotion advertising of the gallery.
- Keep up to date with market trends.

Event Management

- Assist the Director in the development and implementation of goals, objectives, and priorities for programs.
- Coordinate assigned activities with other agencies and provide assistance to the Director, to include developing, producing and scheduling events.
- Oversee, promote, and coordinate activities within the Arts Council programs.
- Write press releases, publish artist calls, and speak publicly about exhibits and events.

Community Relationships

- Coordinate and host evening events including First Friday receptions for exhibitions.
- Work with community partners on larger events (First Friday with the Arts, Cape Girardeau Public Art Committee, Cape Comic con exhibit, Pop Up Movie Night in the Park etc.).
- Be willing to travel for special events.

Office

- Provide full administrative support to the Arts Council director and Board.
- Report to and communicate with the Director and Board.
- Attend and participate in professional group meetings when needed.
- Represent the arts Council on a daily basis in a professional and positive manner.
- Prepare correspondence including letters, memos, and reports.
- Organize and maintain electronic and paper files.
- Practice the utmost discretion in handling confidential materials and sensitive information.
- Maintain online databases of membership, emails and contacts.
- Greet visitors and answer multiple telephone lines.

Online Presence

- Generate weekly email newsletter that goes out to residents of the Arts Council
- Update and maintain website including creating event pages and updating resource pages
- Assist in maintaining social media, including Facebook, Twitter, and Instagram

Requirements

- Excellent keyboarding skills
- Excellent writing skills
- Administrative skills including interpersonal and verbal
- Efficient with online newsletter software, Microsoft Word, Excel, and PowerPoint
- Ability to work on a Macintosh computer preferred
- Demonstrates ability to handle multiple tasks with frequent interruptions
- Evidence of accuracy in recording data and attention to detail
- Evidence of ability to work independently with minimal supervision and as a team player
- Demonstrates experience and understanding of customer service
- Perform related duties as required and/or assigned
- Demonstrates commitment to working with multi-age, gender, and cultural populations

Preferred Qualifications

- Bachelor's degree preferred
- Interest or experience in working in not-for-profit setting
- Knowledge of and interest in the arts
- Experience working with volunteers
- Ability to lift and move objects weighing up to 25 pounds

Candidate Profile

Energetic, self-starter, interested in non-profits, excellent writing and social skills, willing to work hours beyond established gallery hours (Craft Fair, First Friday), and participate in every aspect of running a gallery.

To apply, please submit the following items in a PDF format as one file to director@capearts.org: a resume, cover letter, 3 references, and a writing sample of 2 to 3 paragraphs describing why you are interested in the position.

