

ARTS *of the* ALBEMARLE

JOB DESCRIPTION: GALLERY MANAGER

The AoA Gallery Manager is primarily responsible for overseeing the galleries of Arts of the Albemarle, contributing to the Visual Arts programming of AoA and serving as a liaison between AoA and our artist-members.

Essential Duties and Responsibilities:

Gallery Responsibilities:

- Oversee the daily operation of the gallery
- Supervise the handling of artwork and ensure every care is taken with regard to their safety and security, including the training of new volunteers and staff on the proper handling and storage of art
- Keep gallery walls replenished and displays organized and refreshed
- Manage all wholesale and consignment inventory
- Coordinate and schedule rehangings of the gallery every three months with volunteers
- Coordinate and manage external art spaces and pop-up galleries such as YMCA, Elizabeth City municipal airport, and Albemarle Hospital.
- Develop methods to receive feedback from customers concerning the quality of their gallery experience
- Research, acquire and display items for sale in the gallery reflecting a broad range of consistently changing high quality items

Special Exhibit Gallery Responsibilities:

- Serve as primary liaison between AoA and featured artists
- Welcome and assist featured artists during opening reception
- Coordinate special exhibit hanging
- Manage artist contracts and commission negotiations process
- Coordinate the marketing of exhibits between artists, graphic designer and Volunteer Coordinator for mailing
- Display the exhibiting artists' bios
- Supervise reception committee with opening reception duties
- Manage the 516 Gallery Program
- Manage special competitions such as Center Painters & Potters, Landmark, and AoA Photo Competition including:
 - Coordinating the distributing and updating of prospectus
 - Serving as point of contact for participating and interested artists
 - Coordinating juror and any required travel needs

- Securing of prize money and ribbons
- Oversee the distribution of winner information to local media representatives

Artists Responsibilities:

- Serve as primary point of contact between artists and AoA
- Personally assist visiting artists on a daily basis with their needs
- Together with Finance Manager, manage artists files including w-9 records, address changes and all legal agreements and/or contracts for all consultants or artists exhibiting in the gallery
- Manage 516 Gallery Volunteer Schedule
- Send regular communications to artist email list with notifications of upcoming exhibits, workshops and classes
- Organize Artist's Meet & Greets
- Oversee New Artist procedures including:
 - Manage Jurying process and coordination of Jurying committee
 - Coordination of New Artists Process
 - Processing new artists in system

Visual Arts Programming

- Work with the Executive Director and Visual Arts Committee to establish a space utilization plan and calendar of events for the gallery and Visual Arts Program
- Work with the Executive Director and Visual Arts Committee to establish and communicate a process to jury new artists into the gallery
- Provide leadership and expertise to the functioning of the gallery to the Executive Director and Visual Arts Committee
- Establish procedures to ensure the smooth transition from one program or activity to the next
- Assist the Executive Director in ensuring high visibility for all gallery programs and events
- Modify Visual Arts Calendar to add special exhibits as new opportunities are presented
- Present and share with Executive Director new ideas for AoA Artists, exhibits, shows, etc.

Inventory

- Manage inventory process, including the entering and tracking in POS system, as well as the training of volunteers to assist in this process
- Keep gallery replenished with items
- Produce wall cards and SKU stickers and manage placement
- Actively seek new artists and solicit for display

Events:

- Assist Executive Director with all art-related festivals and special events and serve as secondary point of contact in Executive Director's absence for events
- Manage and schedule Artists Lunch 'n Learn ArtTalks and/or Demonstrations