

Gallery Coordinator (Woods Gallery)

Job Description: The Woods Gallery was established as a place for local artists to show their work in a community setting. There are a minimum of 6 exhibits in the gallery each year. The Woods Galley Coordinator is responsible for coordinating these monthly exhibits.

Gallery Coordinator Reports to: Huntington Woods Library Director

Job Responsibilities:

The coordination of the Woods Gallery monthly and annual exhibits include but are not limited to the following:

- advertisement of exhibit opportunities/ soliciting artists
- developing contracts and coordinating all aspects of the exhibits with the artists
- overseeing all aspects of exhibit installations
- coordination of publicity and public relations
- providing the web designer information for the gallery website
- organization/coordination of opening nights with the exhibiting artists
- representing exhibiting artists and managing all aspects of art sales
- maintenance of accurate program and financial records
- maintaining relationships with local, state and regional arts commissions, galleries and arts groups.

Working Hours:

This position has been budgeted for 10 hours per week. Hours may be distributed as needed in agreement with the Library Director and the Gallery Coordinator.

It is estimated that approximately half of the time is spent installing the exhibit, the exhibit opening, and publicity. The other half of the time is spent on administrative work including communications and arrangements with the exhibiting artists.

Salary:

\$833/month for 12 months.

Extra time has been budgeted for administrative work in months where there is no exhibit responsibility.

Benefits:

No benefits are provided for this position.

Qualifications:

- Experience, background or strong interest in fine arts
- Past project coordinating experience
- Strong verbal and written communication skills
- Team player; experience working on or with committees
- Experience supervising staff or volunteers
- Ability to use computers

To Apply:

Send cover letter and resume to: Anne Hage, 26415 Scotia Rd., Huntington Woods, MI 48070

Or email cover letter and resume to: ahage@huntingtonwoodslib.org

Applications should be received by November 30, 2018