

arts council of york county

POSITION ANNOUNCEMENT | Gallery Manager

The Arts Council of York County seeks a highly motivated, extremely organized, and collaborative individual to join our team as Gallery Manager. Reporting to the Executive Director, the Gallery Manager is responsible for a range of functions at the Arts Council including facilitating and coordinating exhibitions and gallery events, supporting marketing, communication, and development initiatives. This is a part-time role that requires flexibility based on needs of the Arts Council.

POSITION STATUS: Part-time

PAYROLL STATUS: Hourly

LOCATION: Rock Hill, SC

COMPENSATION: \$17 - \$20/hour DOE; expected monthly range of 40 - 70 hours

SCHEDULE: Hours can be flexible with some remote work with an expectation that most weeks will include office hours at times that can be mutually determined.

REPORTS TO: Executive Director

JOB RESPONSIBILITIES

EXHIBITIONS

- Schedule and Plan Exhibits
 - Serve as Chair of the Gallery Committee which advises the Arts Council staff in selecting the exhibitions in the Dalton Gallery each year. Prepare and share proposals with the Gallery Committee, and coordinate and lead all committee meetings.
 - Set dates for exhibitions and receptions.
 - Schedule artwork drop off and installation.
 - Solicit in-kind sponsorship requests related to exhibition and gallery event needs.
- Curation
 - Curate the exhibitions in the galleries at the Center for the Arts, keeping in mind: the best fit of the space and nature of the exhibit.
 - Curate exhibits featuring local emerging artists and/or community projects in the Perimeter Gallery and student exhibits in the Edmund D. Lewandowski Classroom Gallery at the Center for the Arts.
 - Manage college level Fine Arts degree seeking students in the curation of the Loading Dock Gallery at the Tom S. Gettys Center.
- Engaging with Artists
 - Correspond with artists.
 - Execute Loan Agreements and Contracts and prepares other supplemental materials for exhibiting artists.
 - Coordinate shipping and receiving for exhibition artworks and supplies.

- Manage submissions to the Annual Dalton Call for Artists, Annual Juried Competition, Annual Members Exhibition, and other visual arts events.
- Host artist interviews for Gallery Talks videos.
- Coordinate outreach programs related to exhibitions including Field Trips & Guided Tours.
- Attend and work all receptions and programs related to the Arts Council galleries.
- Installing and Striking Exhibits
 - Arrange and install exhibitions in a professional manner.
 - Installation may require changing and focusing of light bulbs, arrangement of pedestals, placement of label information, installation of exhibit information in glass displays, installation of audio/video equipment, arrangement of sculpture or objects.
 - Inspect artwork for damage and file incident reports and/or insurance claims.
 - Prepares, patches, and paints walls in preparation for upcoming exhibits.
- Exhibition Publicity
 - Work with Marketing team to produce and distribute promotional materials.
 - Work with Marketing team to implement social media strategies.
 - Proof gallery press releases, collateral, and webpages.
 - Provide materials to Marketing team needed to produce website, marketing collateral, press releases, etc. for publicity purposes.
 - Coordinate with Marketing team and contractors to design and install exhibition graphics including window and glass text.

SPECIAL EVENT COORDINATION

- Coordinate special events relating to the visual arts.
- Act as point person for the artists.
- Manage setup and breakdown for gallery events.

ADMINISTRATIVE RESPONSIBILITIES

- Supervise the Gallery Attendant.
- Assist with the visitor experience by answering phone calls and greeting visitors.
- Support office efficiency by maintaining appearance of common areas, working with Office Manager to assure proper inventory of supplies and equipment
- Provide occasional administrative support by selling tickets and taking registrations for classes and events, working with the Executive Director to manage Artist Member solicitation campaigns and online directory, and updating contacts in database.
- Secure and manage volunteers working on gallery programming.
- Assist with major event staffing (Blues & Jazz Festival, Underexposed Film Festival, Gala, etc.), and filling in for Gallery Assistant.
- Other duties as assigned.

PREFERRED EDUCATION, QUALIFICATIONS, AND SKILLS

EDUCATION: BFA or BA in Studio Art, Art History, or a related field, or equivalent experience (MA or MFA preferred)

ESSENTIAL EXPERIENCE:

- Experience working in an art gallery, museum, or similar environment.
- Proficiency in Microsoft Office, Google Suite required.
- Excellent written and oral communication, writing, and proofreading skills.
- Database management.
- Self-starter, with ability to set and meet deadlines.
- Strong organizational, problem-solving, and time management skills.
- Strong interpersonal and customer service skills.
- Exceptional attention to detail.
- Ability to follow trends and conduct internet research.
- Basic understanding of budgets.
- Ability to work flexible hours, including occasional evenings and weekends, as needed.
- Ability to work independently as well as collaboratively with team.
- Familiar with gallery best practices.
- Comfortable working on your feet.
- Able to lift 25 pounds.
- Comfortable using power tools, standing/working from a ladder, painting, and completing basic gallery maintenance tasks.
- Flexibility and good sense of humor.

DESIRABLE SKILLS AND EXPERIENCE

- Installation and production skills
- Technical support, including video-related, for office and exhibition equipment

TO APPLY

Interested applicants should submit a cover letter briefly explaining your experience, a résumé, a list of three references with contact information (only to be contacted if applicant is a finalist) to Melanie Cooper at mcooper@yorkcountyarts.org or mail in application materials to Arts Council of York County, ATTN: Melanie Cooper, PO Box 2797, Rock Hill, SC 29732.

Employment may be contingent upon the results of a favorable reference check and a criminal background check, which includes information from the S.C. Law Enforcement Department (SLED).

APPLICATION DEADLINE: December 15, 2024

GENERAL ORGANIZATIONAL INFORMATION

Founded in 1977, the Arts Council of York County's vision is to create and support a thriving, diverse, and vibrant arts community. The mission is to create arts programming that encourages education, economic development, and arts advocacy through unique art experiences that engage the community to make York County a regional arts destination.

Located in Old Town Rock Hill, the Arts Council has established an arts anchor on two blocks of Main Street. The Center for the Arts, housed in two 100-year-old buildings, is currently home to the Arts Council offices, classroom space, artist studios, and three gallery spaces. The Tom S. Gettys Center, also one of Rock Hill's historic buildings, is home to artist studios, the Courtroom Gallery, and the Courtroom event space. Signature annual events include the Blues & Jazz Festival, First Fridays Rock Hill, and Ag + Art Tour York County.

The Arts Council of York County is an equal opportunity employer.