



POSITION: Gallery Director
Date: May 25, 2022
REPORTS TO: Chief Programs Officer
CLASSIFICATION: Part- time Non-Exempt

BlackRock Center for the Arts, a multidisciplinary nonprofit arts organization providing professional performing arts, visual arts, and arts education to the community, seeks a part time Gallery Director to oversee the curation and management of BlackRock’s two art galleries. The Gallery Director will work collaboratively with the leadership team to cultivate the artistic vision of our unique cultural arts center that is the heart of a richly diverse community.

POSITION SUMMARY

The Gallery Director leads the curation, installation, education, and program implementation for BlackRock’s two art galleries. The Director oversees the acquisition, installation, and storage of exhibits and sale of work. The Director works collaboratively with BlackRock’s leadership team to create inter-departmental programming and events that increase gallery traffic, showcase artists, and/or engage visitors in hands-on learning including artist talks. The Director designs and develops related exhibit support materials including exhibition catalogs, websites, Instagram page, and related multi-media.

JOB DUTIES AND RESPONSIBILITIES:

- Develop and manage annual “Call to Artists” process for The Kay and Terrace Galleries, including artist application submission, jury member selection, materials for jury panel review, selection and contracting of artists, exhibit content and gallery schedule for the year.
- Plan and organize the acquisition and storage of all exhibits and related materials.
- Arrange and install 2- and 3-dimensional artwork, to include video and sound equipment. Train and supervise volunteers and interns who will assist with artwork installation.
- Serve as curator for selected exhibits.
- Create related materials for all exhibits (website descriptions, press releases, program, artist statements, bios, pricing lists, artwork labels, etc.).
- Act as liaison to the Art League of Germantown (ALOG), scheduling meeting dates, working with volunteers on art installation, gallery receptions, and lobby Gift Case.
- Plan and host gallery special events, to include receptions, artist talks, artist demonstrations, community art projects, family programs, and hands-on experiences.

- Plan and host gallery tours for groups from the community.
- Collaborate with the Director of Patron Services to develop a volunteer program to support the Galleries.
- Collaborate with BlackRock Department Directors in the development of cross programming.
- Maintain files in Sharepoint; the Gallery Google drive, and Submittable.
- Oversee and manage art sale inventory for lobby display cases, including acquiring two- and three-dimensional small works and fine craft items for sale on a consignment basis.
- Manage and reconcile all gallery sales and artist payments, working in accordance with BlackRock's established financial and accounting procedures.
- Assists BlackRock Education team in developing course content. Observes and supports BlackRock Teaching Arts with feedback and program analysis.
- Provides leadership, education and training to a dedicated team of volunteers and/or interns and serves as BlackRock's representative in the local and regional visual arts community.
- Assists with the implementation of Gallery marketing plans and communications to promote and speak to the work featured in BlackRock's exhibitions.
- Develops and maintains an annual budget for the Gallery department.

Other responsibilities

- Serve as engaged and involved team member, supportive of the varied experiences and perspectives of internal and external customers, by representing BlackRock at select performances and special events.
- Support and actively build an office culture dedicated to superior customer service that exceeds their expectations.
- Attend weekly team meetings; prepare reports for the team in a timely manner.
- Serve BlackRock in any capacity as needed for special events such as the annual gala and festivals.
- Assume other responsibilities as assigned.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Sit, stand, walk and work at a computer, relative to an office environment
- Must be able to lift a minimum of 50 lbs. and to climb up and down ladders and Genie lifts as needed for installation of work.
- Ability to work at major special events on weekends and evenings, as required.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

- Bachelor's degree or B.F.A in the visual arts, curation, or exhibit design.
- At least three years direct related experience managing and curating visual art exhibits or galleries.
- A minimum of two years' experience in gallery and/or craft merchandising and sales.
- Diverse and extensive knowledge of the visual arts and the regional artist community through personal experience as a working artist and/or prior gallery/curatorial work.
- A COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION IN THE ARTS AND COMMUNITY.
- Top notch organizational skills with attention to detail and ability to handle multiple tasks simultaneously.
- Excellent communication and interpersonal skills with a strong customer-service ethic.
- Established relationships with area visual artists and the established DC area gallery scene strongly desired.
- Proven ability to work independently and in a team-based environment.
- Strong program management skills and attention to detail required.
- Proficiency in MS Office, Google Suite, Sharepoint and website management.
- Experience working with relational databases and customized technology for galleries a plus.

TO APPLY PLEASE SEND YOUR RESUME TO JOBS@BLACKROCKCENTER.ORG

DATE REVISED: MAY 25, 2022

*Blackrock Center for the Arts has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability or national origin