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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Gallery Coordinator

**DEPARTMENT:** Instruction **FLSA:** Exempt

**LOCATION:** Main Campus **LEVEL:** Faculty

**REPORTS TO:** Division Chair and/or Vice President of Instruction **DATE:** 05/27/15

**POSITION SUMMARY:** Gallery Coordinator is an assignment made to a faculty member teaching in the art department. Coordinator is responsible for activities, shows, programming and other activities associated with the Art Gallery.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Master's degree with a major in the related subject field with 18 graduate credit hours; community college teaching experience preferred.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.*

* Coordinate a schedule of shows and program activities to meet the needs of the students, the campus, the Foundation and the community. Coordinate planning activities with the division chair, Office of Instruction and appropriate administrative offices as well as the Advisory Committee.
* Prepare annually a schedule of shows and events; coordinate with other disciplines and the Foundation.
* Exercise leadership in the area of visual arts program oversight and activities. Have a broad understanding of the intricacies of the discipline and related activities and their relationship to the community and college at large.
* Conduct regular and frequent community outreach and recruitment activities.
* Attend all art events scheduled in the Gallery. Provide support to artists showing in the gallery.
* Organize, plan and host receptions, as scheduled.
* Oversight of Show inventory and assess condition of work received for each show. Arrange and install art works for exhibition. De-install, pack, and return work to the artist.
* Maintain appropriate records related to materials and facilities, manage the gallery budget expenses and submit such documents as requested.
* Oversee materials, equipment and facilities required for shows and displays; maintain inventories and appropriate records.
* Provide leadership in the creation and distribution of promotional materials for the shows in the college gallery in a timely manner.
* Work with other fine and performing arts faculty to optimize opportunities for joint programming.
* Maintain inventory and oversight of the College’s art collection.
* Responsible for gallery budget planning and approval related to shows and other events.
* Responsible, along with the program faculty in music and theater, for the oversight of the Advisory Committee meetings, membership and recommendations. Conduct regular meetings with a minimum of twice annually with the Advisory Committee. Establish and maintain membership guidelines for the Committee and review Committee membership regularly.
* Participate in the instructional and institutional planning and budget process.
* Assist the Office of Instruction in conducting periodic review of shows and other events; assess shows and other events for future programming.
* Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
* Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title VII, Title IX, ADA and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; strong interpersonal skills, including ability to relate to a variety of people in different age groups; ability to participate as a team member; ability to understand and interpret rules and regulations, and ability to adjust to change; ability to handle confidential material judiciously; ability to manage multiple projects; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity; excellent customer service skills; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to exchange ideas, facts, information, and opinions effectively and accurately with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to direct, manage or lead others; establish and maintain effective and collaborative working relationships with faculty, staff, other departments, students, and the public; may develop and administer operational programs and responsible for short-term and long-term planning; comply and enforce policies, procedures, and instructions.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to use independent judgment and discretion; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures, assign duties, promote efficiency; develop and maintain budget; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**EQUIPMENT AND SOFTWARE:** Utilizecurrent College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

* **Environment:** Work is performed primarily in a standard Gallery and Office setting with frequent interruptions and distractions; will require flexible schedule to work evenings and/or weekends; available to travel to participate in meetings, conferences, and other activities related to the position duties.
* **Physical:** Primary functions require sufficient physical ability and mobility to work in a Gallery setting; to stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight;

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. I acknowledge that this job description indicates the general nature and level of work to be performed and that I am responsible for performing these duties. I acknowledge that the duties and job description are subject to change.

Employee Signature/Date Supervisor Signature/Date

**DISCLAIMER:** *This job description has been designed to indicate the expectations for the level of work to be performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of the employee assigned to the job.*

**NOTICE OF NON-DISCRIMINATION**: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or* [***hrnotice@eastcentral.edu***](mailto:hrnotice@eastcentral.edu)*.*