

**JOB DESCRIPTION: OTHER DUTIES**

**JOB TITLE:** Art Gallery Curator  
**DEPARTMENT:** Arts & Sciences, Fine & Performing Arts  
**REPORTS TO:** Dean of Arts & Sciences and/or Vice President of Academic Affairs

**FLSA:** Exempt  
**LEVEL:** Faculty  
**DATE EFFECTIVE:** 07-01-19

**POSITION SUMMARY:** This is an assignment made to a faculty member teaching in the Art & Design Department. This position has responsibilities that encompass the planning, organization, and coordination of art gallery educational programming and exhibits. The faculty member’s teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

**ESSENTIAL TASKS:** Employee must be able to perform the following functions:

- Coordinate art gallery events and exhibitions.
- Plan, organize, schedule, and coordinate art gallery exhibits and program activities to meet the needs of students. Provide faculty, staff, students, and the community the opportunity to experience a variety of exhibitions with artistic and intellectual breadth and depth.
- Collaborate within the departmental meetings, as well as work with other fine and performing arts faculty to optimize opportunities for joint programming.
- Provides oversight, management, and recommendations for selecting, acquiring, and maintenance of the College’s art collection.
- Oversee the gallery preparation process and exhibition inventory. Assess condition of work received for each show. Arrange and install art works for exhibition. De-install, pack, and return work to the artist.
- Oversee materials, equipment, and facilities required for exhibitions; maintain inventories and appropriate records.
- Organize, plan, host receptions as scheduled for gallery exhibitions, and provide support to artists showing in the gallery.
- Foster partnerships with area school districts to develop educational experiences for area students.
- Oversee the hiring and contracting of guest artists and serve as a resource contact for all art gallery events.
- Develop and prepare the budget for the college’s gallery events. Manage the gallery budget expenses and submit such documents as requested.
- Participate in events related to Art & Design student recruitments and any other activities related to the College’s Art & Design programs and community outreach.
- Collaborate with the College Public Relations department to develop publicity materials and coordinate distribution of information.
- Participate in and attend meetings, events, and conferences related to the art gallery, which may include Patron of the Arts events.
- Participate in instructional institutional planning and budget processes as they relate to the art gallery, which may include Patrons of the Arts programs.

**SIGNATURE:** I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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