

## **Gallery Coordinator Job Posting**

Genesee Valley Council on the Arts is currently searching for a part-time (18 hours/week) Gallery Coordinator. The Gallery Coordinator will need to be available to work two days per week (Tuesday 10-5, Thursday 11-7) and one Saturday per month at the arts center in Mount Morris, NY; other hours can be done remotely. Please note, this position does have the potential to transition to a full-time (35 hours/week) role.

The Coordinator will attend and document GVCA events in the community and at the arts center. The Coordinator will provide administrative support for exhibitions and other programming, including website management and member communications, in addition to working closely with the Executive Director and Board of Directors to develop a dynamic schedule of events in our galleries.

*Genesee Valley Council on the Arts has been a nonprofit for over 50 years serving the artists and communities of Livingston and Monroe counties and is the steward of the New Deal Collection, a 1930s art collection permanent to the organization. GVCA is the regional arts council for Livingston County as well as the regional regrant site for Monroe and Livingston counties on behalf of the New York State Council on the Arts.*

Responsibilities for the position are listed below.

- Prepare and install exhibitions
- Provide administrative support for exhibitions, lectures and events, education programs, and tours
- Work with the Executive Director and Board of Directors to plan gallery events and exhibits
- Solicit artists from the region to apply for gallery showings
- Coordinate online exhibitions as necessary
- Ensure the website is current with up-to-date information about the galleries, applications and a calendar of events
- Manage communications with members and the public via the website, newsletters and email
- Attend GVCA events in the community (some weekend and after hours work required)
- Facilitate monthly artist groups and discussions
- Work closely with the staff, Board of Directors, Program Committee and Executive Director to create ad campaigns in support of events, fundraising and membership.
- Work with GVCA Marketing Specialist to post organizational events to pertinent, regional events calendars

### Experience, Education and Training

The Gallery Coordinator must be a highly organized, energetic individual with an arts background who embodies a passion for the arts and our community. The ideal candidate will have prior experience with gallery work, data and digital media management; and excellent written and verbal communication skills and experience with MS Office, SquareSpace, Facebook, Twitter, Instagram, MailChimp and web design.

## How to Apply

Interested candidates should submit an updated resume, cover letter, salary requirement, and three professional references to **director@gvartscouncil.org**.

Equal Opportunity Employer (EOE)

We Encourage All Qualified Applicants to Apply

Please note, a Health Savings Account is offered in lieu of health insurance coverage.

No Phone Calls, Please