

Art Gallery Manager, C. Stuart and Jane H. Hunt Art Gallery

The C. Stuart and Jane H. Art Gallery, located in the Brisbane Building in downtown Buffalo, seeks an individual to manage this new space. The Gallery will showcase the artwork of Buffalo Society of Artists (BSA) and will work in consultation with BSA in selecting artwork for exhibition. The Gallery is expected to open its first exhibition on April 1, 2022. The candidate should be a self-starter able to plan an opening event that celebrates this exciting endeavor and attracts potential and diverse clientele.

Start: February 1, 2022

Hours: 20 hours

Salary: \$25/hr. includes benefits

General Skills and Qualifications

- A degree in fine arts, art history, art education, or related field is required
- Additional background in advertising, digital media, business administration, conservation and art handling, and related museum work is preferred
- Experience with Microsoft Excel, Word and other essential software is preferred
- Proficient in accounting and administrative skills
- Proficient in communication skills, including interpersonal skills and a demonstrable ability to create collaborative environments
- Proficient in oral and written presentation skills.
- Problem solver, self-starter, engager, collaborator, conversationalist, flexible

Specific Qualifications

- Maintain, plan and implement current and future exhibitions
- Ensure the safe installation and de-install of artworks in the exhibition space
- Ensure safe transport and storage practices for artwork
- Promote exhibitions and events through a variety of channels, especially through digital media
- Ability to develop and maintain a database of contacts, collectors, regional galleries and arts institutions
- Promote and sell artists' work through a variety of avenues
- Devise and implement effective marketing strategies to increase the awareness of the gallery and increase earned revenue.
- Plan financial budgets and maintain Gallery accounts
- Efficiently perform administrative and operational tasks, including supervision, scheduling and training of interns and volunteers