

RANGE N05

**JTC NO. C14
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Gallery Manager
DATE PREPARED: Summer 2013
DATE REVISED: Fall 2013; Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for the collection of artworks and oversee exhibitions on and off campus and coordinate art related activities for the college. Oversee the installation, planning, arranging, procuring and archiving of art work.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Selects and procures art work from students and professional artist for exhibition.
- Coordinates the details of the exhibition with student, staff, and the community. Participates in the development of materials to publicize the event or activities surrounding the exhibition.
- Prepares correspondences, gathers and compiles information, and arranges for facilities, equipment, and refreshments.
- Ensures artwork is securely installed in both temporary exhibits and in the permanent collection so that the safety of viewers is ensured.
- Performs public relations duties through contacts and associations with art professionals, colleges, and the community.
- Restoration of damaged artwork.
- Supervision: Designs and executes a staffing plan to meet requirements through selection, training, and supervision of assigned staff.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational need.

PHYSICAL EFFORT REQUIRED:

Work with moderately heavy lifting, approximately 50 pounds.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENT:

Bachelor's degree or higher plus four years of experience in a gallery setting **or** Associate's degree plus six years of experience in a gallery setting. Must have one year of supervisory experience of full time staff. Ability to utilize computer technology to maintain records, generate reports and communicate with others. Experience in and understanding of proper handling, installing, packing and storage of art. Oral and written communication skills to support interaction with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

Created 07/2013 - emm
Revised: 09/2013 – emm
Revised: 04/2015 – emm
Revised: 12/2016 - emm
ADA/tmm 04.12.19