

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

**CLASSIFICATION: CLASSIFIED
MANAGEMENT**

**CLASS TITLE: ART GALLERY
DIRECTOR**

SALARY TABLE: 30

SALARY RANGE: 142

BASIC FUNCTION:

Under the supervision of the Dean and in cooperation with the Art Department liaison, The Art Gallery Director performs basic art gallery functions including curating, installing and promoting exhibitions; managing budget; administration of gallery; supervising staff and student workers; and maintaining gallery properly and to safety standards. Duties include implementing diverse instructional programming in support of the five art studio areas and art history to maximize instructional opportunities. This position carries the responsibility of managing an emerging curator program to bring in one outside curator annually, with a focus on supporting emerging curators and fostering diverse programming and experimental exhibition formats. The Art Gallery Director actively participates in campus outreach, community outreach, and fundraising efforts as appropriate working in conjunction with the SBCC Foundation, College and Art Department.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

CURATORIAL

Executing a minimum of four professional exhibitions through the gallery during the academic year that are relevant to our student body and reflective of contemporary art concerns. As one of the minimum four annual exhibitions, managing and supporting an emerging curator program to bring in one outside curator annually, with a focus on supporting emerging curators and fostering diverse programming and experimental exhibition formats; managing and supporting one student exhibition at the gallery, and helping facilitate a variety of student exhibitions across campus during the academic year;

Researching relevant artists, identifying potential exhibitors, scheduling exhibitions and serving as primary point of contact between artists and gallery;

Organizing, supporting, and participating in all physical work associated with installation and de-installation of gallery exhibitions and programming; and

Organizing and executing exhibition opening receptions and outreach events for both the students and community.

COMMUNICATION

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Delivery of biannual comprehensive reports for art department liaison detailing budget and exhibition plans for the gallery;

General communication and coordination with art department liaison responsive to needs of department and student body;

Increasing attendance and effectively promoting gallery exhibitions and schedule of events both across campus and throughout the community;

Acting as representative to the press and utilizing digital platforms;

Speaking to interested groups and facilitating class visits to exhibitions and events; and

Communicating with administrators, personnel, department, and outside organizations to resolve any issues or concerns relating to the gallery.

ADMINISTRATIVE

Maintaining proper safety standards at all times; gallery space and equipment; and coordinating with facilities as necessary;

Organizing and executing all proper transportation and insurance procedures for gallery exhibitions and programming;

Maintaining an active contact list and potential donor list; a gallery website with both up-to-date information and a comprehensive archive of past exhibitions and events;

Playing an active role in grant writing and various outreach and fundraising strategies working in conjunction with the college, department and SBCC Foundation; and

Attending and conducting a variety of meetings as necessary.

SUPERVISORY

Selecting, training and overseeing the work of hourly staff workers and interns;

Coordinating subordinate work assignments; and

Evaluating the effective use of the work order system for entering, assessing, prioritization, and timely completion of work order requests

MINIMUM QUALIFICATIONS:

Education

A Bachelor's degree from an accredited college or university in Art, Art History, Fine Arts or other closely related field is required.

Experience

Four (4) years of experience in curatorial work and professional art exhibition management or

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closely related experience.

Desirable Qualifications

A Master's Degree in Art, Art History, or Fine Arts or a Masters in Fine Arts

Four (4) years of experience managing an art gallery, which includes technical work, and experience in exhibition installations.

License

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Art History and Studio Art.
- General curatorial duties, gallery design concepts, and exhibit installations.
- Promotion/public relations.
- Tools, equipment and supplies used in various visual arts media production and instructional activities.
- Techniques and materials related to museum quality display and exhibitions.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Safety and security regulations in an art gallery.

ABILITY TO:

- Plan, organize, and supervise art gallery operations of a community college district.
- Provide technical and responsible assistance to faculty, staff and students in the use of art tools, equipment, and materials.
- Skillfully use a variety of tools and equipment utilized in the design, fabrication, modification, maintenance, and repair of art gallery.
- Maintain good inventory control systems and procedures.
- Maintain accurate records and prepare reports.
- Meet schedules and timelines.
- Write clear, concise reports.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written directions.
- Work confidentially with discretion.
- Establish and maintain cooperative working relationships with students, faculty, staff and others contacted in the course of work.
- Interpret, apply and explain laws, rules, regulations and policies concerning the purchasing and contracting aspects of a community college district to District personnel, prospective bidders and representatives of other agencies.
- Train and supervise personnel and distribute work assignments.
- Use appropriate computer hardware and software in performance of essential duties.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

WORKING CONDITIONS:

PHYSICAL DEMANDS

Hand and digit dexterity to operate a variety of hand and power tools;
Walking, standing, stooping, twisting/turning at the waist, kneeling, crouching, crawling and reaching in awkward positions to install and repair art gallery exhibitions furnishings;
Climbing stairs, pushing and pulling equipment; bending at the waist;
Working at heights of 6 feet or more on ladders or scaffolds;
Frequently exert 20 to 40 pounds of force to lift, carry, push, pull, or otherwise move objects and occasionally lift and stack objects up to 50 pounds;
Vision to read printed materials and computer monitor;
Hearing and speech for normal communications; and
Travel from site-to-site.

ENVIRONMENT:

A combination of classroom, lab, outdoors, office, and gallery environment
Driving a vehicle to conduct work.
In the event of an emergency, employees will be relied upon to serve as emergency service workers.