

Long Beach Community College District

Job Title: ART GALLERY COORDINATOR

SUMMARY

Under the direction of the Art Department Head, plans, organizes, directs and participates in the operation of the College Art Gallery; researches, inspects, select and establishes various art exhibits; develops and coordinates publicity for art exhibitions, including speaking at various classes and organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes and directs the operation of the college art gallery and exhibits.

Directs and participates in the acquisition, classification, preservation and display of art objects.

Views exhibitions and visits galleries and artists' studios to view and select specific art works.

Reviews various art publications and submitted portfolios to select and organize exhibitions at the Art Gallery.

Prepares and distributes information, paperwork, insurance forms and other required materials.

Coordinates the proper completion of documents with College personnel, artists and organizations.

Designs the layout and paste up of the mailer and other promotional and publicity materials.

Coordinates printing with printing vendors.

Directs a continuing exhibit program including periodic special exhibits.

Schedules and assists the work of personnel engaged in the pickup, transportation and unpacking of exhibitions, exhibition preparation and display and the repacking of exhibit collection.

Cleans up and reorganizes the gallery for the next exhibition.

Designs and directs the installation of gallery art objects including the assembling of sculpture and other art objects.

Directs the placing and hanging of paintings and the installation of objects in exhibit.

Cut mats and frames paintings and prints.

Organizes and presents talks during the run of an exhibition showing.

Directs educational and public relations programs designed to enhance the public use, understanding and enjoyment of the gallery facilities.

Establishes and maintain liaison relationship with art groups, art galleries and artisans concerned with the gallery.

Job Title: ART GALLERY COORDINATOR Continued

Assists and participates in Art Department activities related to the Art Gallery.

Interacts with Music, Theater and Dance areas to coordinate related exhibitions and community projects.

Lectures to various College and community classes and organizations to present the role and operation of the College Art Gallery.

Hires, trains, assigns and reviews the work of assigned student assistants.

Disciplines and terminates staff as appropriate.

Completes and maintains related work and payroll time cards and records.

Compiles, monitors and controls art gallery budget.

Purchases and maintains supplies and materials inventory.

Prepares and maintains a variety of records related to budgets, expenditures and materials

Maintains files of past exhibits, correspondence and upcoming exhibits and activities.

Operates a variety of hand and power tools related to carpentry and construction.

Operate painting equipment, a microcomputer and typewriter.

Coordinates gallery security; assures proper and secure hanging and placement of art pieces.

Assures facility is locked at end of day; coordinates security of facility during both open and closed hours.

Performs related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Art gallery administration.

Two and three dimensional design principles and application to gallery installations.

Visual arts with emphasis on twentieth century art as it relates to an art museum, gallery or display.

Application of principles and practices of art gallery display and exhibition.

Job Title: ART GALLERY COORDINATOR Continued

Proper methods of storing art pieces, equipment, materials and supplies.
Technical aspects of field of specialty.
Budget preparation and control.
Principles of training and providing work direction.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Policies and objectives of assigned program and activities.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Apply principles and practices of art gallery display and exhibition.
Relate the art gallery program to the community and the college.
Remain current on trends in the art field in order to provide relevant exhibits
Design, plan, coordinate and participate in the construction of exhibits.
Develop various publicity and related brochure design.
Establish and maintain cooperative and effective working relationships with others.
Prepare and maintain records and files related to Art Gallery activities and student workers.
Assign and review the work of others.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.
Operate a variety of construction hand and power tools.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a bachelor's degree in fine arts, studio art, art history or a related field and two years art gallery design, display and exhibit experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California drivers license and a driving record acceptable to the District for insurance purposes.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Job Title: ART GALLERY COORDINATOR Continued

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is occasionally exposed to moving mechanical parts and high, precarious places. May be required to attend evening meetings and travel and may be required to work evenings or weekends, and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: March 1986

Revised: March 1991; April 1, 2003