

GALLERY SERVICES COORDINATOR

(Range 114)

DEFINITION

Performs administrative, supervisory, and curatorial duties in the managing, planning, scheduling, and coordination of art gallery exhibitions and the visual arts program District-wide. Manages the District's permanent art collection.

SUPERVISION EXERCISED AND RECEIVED

Receives supervision and administrative direction from the Community Engagement Director.

Exercises general supervision over assigned subordinate staff.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and other important duties and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Provides visual arts programming through gallery exhibits, educational programs, art competitions, hands-on workshops, demonstrations, lectures, etc.
2. Plans, directs, and coordinates events designed to promote cultural awareness in the visual arts to include festivals, art competitions, workshops, lectures, etc.
3. Curates and schedules art exhibitions.
4. Assists with and ensures the proper handling and transportation of artwork.
5. Coordinates facilities, staffing, and other logistics for visual arts events.
6. Manages the District's permanent art collection to include donations, cataloging, placement, storage, maintenance, and insurance records.
7. Meets regularly with District department and branch managers to review visual arts programming requirements and to discuss status of current programs and exhibits.
8. Develops and maintains positive working relationships with community businesses, sponsors, artists, arts organizations, schools, community organizations, vendors, District branches, District Foundation, and government agencies in coordinating projects, soliciting sponsorships and grants, selection of exhibits, etc.
9. Performs record keeping tasks in the maintenance of exhibit agreements and schedules, artwork inventory, and budgets.
10. Prepares and submits reports relevant to visual arts exhibits and events and all related activities.
11. Promotes the visual arts and conducts public speaking activities for community organizations, schools, and various arts organizations.
12. Assists with the development of operational goals and objectives for the Gallery Services Department and monitors progress toward accomplishment of goals.

GALLERY SERVICES COORDINATOR
PAGE 2

13. Directs and supervises subordinate staff including scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
14. Participates on interview panels and selects staff for the Gallery Services Department.
15. Interprets, develops, maintains adherence to, and implements District, branch, and department policies and procedures.
16. Prepares and submits requests for the Gallery Services Department annual budget and adheres to established District objectives in such.
17. Exercises decision making skills in budget allocations, policy and procedure implementation, staff development, project coordination, and work assignments.
18. Interacts in person and over the telephone with District-wide staff and management, outside agencies, artists, vendors, and the general public.
19. Responds to public inquiries and complaints in a courteous and timely manner.
20. Utilizes personal computers, the Internet, and e-mail.
21. Attends or conducts staff and other miscellaneous meetings.
22. Operates District vehicles.
23. Operates office equipment including but not limited to copy machine, telephone, and facsimile machine.
24. Maintains a safe environment for both patrons and staff.

Marginal Functions:

1. Attends and participates in professional group meetings and seminars.
2. Participates in committee work and chairs committees when needed.
3. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Principles and practices of the visual arts, cultural program planning, implementation, development and administration.
2. Current trends in visual arts, art history, community interests, and art literature.
3. Presentation, technique, and history of visual art and the methods applied to art gallery exhibitions.
4. Proper installation and display methods and techniques for various forms of artwork.
5. Effective supervisory techniques and practices.

GALLERY SERVICES COORDINATOR
PAGE 3

6. Library District and Department policies and procedures.
7. Library District terminology and functions.
8. The principles of budget development, administration, and control.
9. Report and record keeping principles and methods.
10. Basic accounting principles and procedures.
11. Correct English usage, spelling, punctuation, and grammar.

Skilled in:

1. The installation of art exhibits including selection, design, loading and unloading, and layout and placement of artwork.
2. The safe operation and maintenance of equipment and hand and power tools used in the installation of various forms of artwork.
3. The use of basic office equipment and personal computers and associated software.

Ability to:

1. Simultaneously coordinate multiple visual art exhibits and projects that encompass a broad range of mediums, themes, and physical locations.
2. Evaluate the quality and appropriateness of exhibits requested to be displayed in District galleries.
3. Exercise sound judgment and make independent decisions.
4. Serve customers with patience, tact, and integrity.
5. Maintain effective working relationships with those contacted during the course of work.
6. Exercise good judgment and make sound decisions.
7. Work under pressure and meet deadlines.
8. Supervise and direct the work of subordinate staff.
9. Work both independently and as part of a team.
10. Accept and manage change and maintain flexibility.
11. Work quickly and accurately.
12. Interpret and apply Library District and Department policies and procedures.
13. Understand and follow oral and written instructions.

GALLERY SERVICES COORDINATOR
PAGE 4

14. Plan, organize, and conduct receptions, meetings and public speaking activities.
15. Communicate clearly and concisely, both orally and in writing.
16. Effectively communicate with and elicit information from difficult, upset and irate individuals.
17. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
18. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
19. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.
20. Work evenings, weekends, and holidays.

MINIMUM QUALIFICATIONS

Training and Experience:

High school diploma or GED required, an Associate's degree with course work in fine arts, visual arts, art history, or a related field preferred, AND three (3) years of related work experience required including art gallery exhibition selection, scheduling, visual display, and program coordination required, AND supervisory experience required, OR an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20 - 50 pounds) items and occasionally very heavy (100 pounds or over) items; the sustained operation of such devices associated with equipment used to perform tasks required of the position; utilizing a keyboard, and sitting or standing for extended periods of time.

**GALLERY SERVICES COORDINATOR
PAGE 5**

Tasks require color perception, depth perception, visual perception, sound perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions. Work involves traveling to different locations within Clark County.

License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, valid Nevada Driver's License at the time of hire.

FLSA:	EXEMPT
CBA:	SUPERVISOR UNIT
DEVELOPED:	JULY 1, 1995
REVISED:	MARCH 25, 1998
	JUNE 12, 1998
	MAY 1, 2000
	May 15, 2015