



## **JOB DESCRIPTION: ART GALLERY MANAGER FULL TIME**

### **BRONX COUNCIL ON THE ARTS**

A pioneering advocate for cultural equity, the Bronx Council on the Arts (BCA) nurtures the development of a diverse array of artists and arts organizations, building strong cultural connections in and beyond The Bronx. BCA serves a constituency of some 1.4 million residents, 5,000 artists and 250 arts and community-based organizations with cultural services and arts Programs, including grants, workshops, arts advocacy, and cutting-edge exhibitions.

### **THE POSITION**

Reporting to the Executive Director, and working with the Program Manager, the Gallery Manager will oversee the day-to-day operations of the Longwood Art Gallery @ Hostos. She/he is responsible for interacting with the public, liaising with artists, and overseeing exhibition and public programs. The ideal candidate will be creative, highly organized, self-motivated, detail and systems oriented, and an effective communicator and collaborator. This is an excellent position for someone who is looking to expand their career experience by joining a small, dynamic and growing arts organization.

### **Essential Duties and Responsibilities**

- Responsible for managing the whole exhibition process for four annual exhibits, including curating shows and/or engaging curators, artists, art handlers, teaching artists, etc.
- Manage ongoing gallery operations, including creating and overseeing budget, managing inventory, replenishing gallery supplies, coordinating transportation of art work, etc.
- Ensure the safety of the art work through maintenance of insurance paperwork, education of art audiences, vigilant observation, and implementation of art handling best practices.
- Maintain documentation on consultants and vendors, including contracts and payment records; ensuring that invoices are submitted to the finance department for timely payment processing.
- Supervise the work of art handlers, technical consultants, teaching artists and gallery assistant and/or intern.
- Design and schedule innovative public programming and community engagement initiatives that develop an artistically appreciative audience.
- Work with BCA Marketing and Communications Coordinator to design and distribute publicity materials, including exhibition postcards, e-blasts, press releases, social media and website updates.
- Liaise and maintain a productive and respectful relationship with internal and external stakeholders.
- Work on ad hoc projects determined by the Program Manager and/or Executive Director.

### **Bronx Council on the Arts**

1738 Hone Avenue, Bronx, NY 10461  
718.931.9500 • Fax: 718.409.6445 • [www.bronxarts.org](http://www.bronxarts.org)

### **Requirements:**

- 3-5 years gallery management experience.
- Love for the arts and artistic innovation.
- Knowledge of social media and internet platforms.
- Strong interpersonal, problem solving, planning and organizational skills, and the ability to
- Self-sufficient and proactive.
- Proficient with MS Office Suite
- Comfort in a fast-paced, growing organization.
- Dependable and reliable visionary.
- Ability to work independently and as part of a team.
- Detail-oriented and able to prioritize tasks and manage time effectively.
- Strong interpersonal skills and a good sense of humor.
- Impeccable verbal and written communication skills.
- A commitment to BCA's mission and values.

### **Educational Requirements**

- Bachelor's degree in Art Management or other related field required.
- Graduate degree preferred, but not required.

**Compensation** is commensurate with experience.

**Schedule:** Tuesday- Saturday 12pm-8pm (flexible)

Please send a cover letter and resume to [bronxarts@bronxarts.org](mailto:bronxarts@bronxarts.org) - with subject line "**Art Gallery Manager**". No phone calls please.

Bronx Council on the Arts is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.

**Closing Date:** Position open until filled.