Job Description

Job Title: Gallery and Education Coordinator
Reports To: Executive Director
Responsible For: No Positions

Brief Description:

Plan, coordinate, and administer the Decatur Area Arts Council (DAAC) gallery exhibits and activities, along with arts education activities for all ages.

Job Duties May Include:

Gallery:
- Plan and implement exhibits in the Anne Lloyd Gallery, including major exhibits such as the Summer Arts and Culture Exhibit and the Holiday Gift Shoppe.
- Plan and implement gallery receptions, including volunteers, supplies, musicians, food, coordination with community partners, and additional activities, as needed.
- Plan and implement or coordinate additional gallery-connected programs designed to showcase the arts, such as ‘Mid-Day Music.’
- Maintain budgets for exhibits, events, and activities planned for the gallery.
- Assist with related marketing, such as newsletter, postcards, signage, website, social media, and broadcast interviews.
- Assist with gallery-related funds development, in conjunction with Executive Director.

Arts Education:
- Research, develop, schedule, implement, and assess annual schedule of classes for Fall, Spring, and Summer which includes a variety of class and workshop offerings for pre-school students to adults.
- Recruit instructors for the implementation of various arts education classes and programs.
- Write and edit class descriptions for promotional use.
- Purchase and manage supplies and materials for classes and programs.
- Maintain the studio space for optimal functionality.
- Plan and implement other education-related activities, such as custom art parties, field trips, home school art classes, etc.
- Assist with marketing, including website, social media, and broadcast interviews.
- Serve as an arts education resource for the Decatur-area community.
- Maintain budgets for classes, including instructors, arts materials, and supplies.
- Assist with the Performing Arts Series for Students (PASS) Program, as needed.

Other:
- Assist other staff members on various projects and/or responsibilities, as needed.
- Other duties as assigned.
Position Qualifications:

- Prior experience in education, arts management positions, non-profits, or general business experience.
- Experience with budget management.
- Positive attitude, collaborative spirit, creative approach, problem solving skills, and a sense of fun.
- Experience with community networking to achieve programming goals.
- Knowledge/experience of:
  - Arts programming and the value of the arts in general.
  - The needs of exhibiting artists.
  - Various computer software programs, including Microsoft Office Suite.
- Organizational ability to prioritize and organize people and resources within specified time limits to a specified end result.
- Excellent oral and written communication skills.
- Above average interpersonal skills; empathetic listening and understanding.
- Public relations skills to build good will for the DAAC and the arts.
- Customer service skills to anticipate and discern the needs of internal and external customers, provide or arrange for desired services, and follow-up on services delivered.

Other:

- Willingness to work outside the normal work times on a periodic basis. Some evenings and weekends required.
- Flexibility and adaptability.

Physical and Mental Demands and Working Conditions:

- Moderate physical effort and strenuous activity, including incidental walking, bending, carrying moderate loads (20-30 lbs.), and climbing ladders.
- Minimal exposure to irritating, unpleasant, or hazardous materials.