



Job Description

Job Title: Gallery Specialist

JTC: CPV

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provide support for planning, arranging, procuring and securing artwork for colleges and external exhibitions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable about art and familiarity with modern and contemporary art. Understands Techniques and materials related to art gallery displays and exhibitions, including storage, packaging, shipping and display techniques for various collections such as paintings, photography, film/video and sculpture.

Ability to utilize computer technology to maintain records, generate reports and communicate with others. Ability to coordinate multiple priorities with ease in a busy work environment. Demonstrate computer and web-based skills using MS Word, Excel, FileMaker Pro and Adobe Creative Suite.

Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks. Able to work with gallery committee and art department faculty to develop effective exhibition schedules.

Ability to develop effective work processes and coordinate multiple projects. Able to provide operational assistance in the organizing of exhibitions, proper handling and installation of artwork

Effective oral and written communication skills to interact with individuals from diverse backgrounds. Proven effective customer service experience. Able to develop communications directory for colleges, associations, media and other community organizations.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus two (2) years of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Selects and procures artwork from students and professional artist for exhibition. Responsible for assisting in the development and implementation of exhibitions in both the galleries. Ensure the exhibitions meets its objectives through collaborative work with partners, artists, social care agencies, families and coworkers.

Participates in the development of materials to publicize the event or activities surrounding the exhibition. Coordinate art inventory and business records. Assist with creating exhibitions, related programs, and publications that are developed in deliberate support of the Melton Gallery's mission and vision.

Serves as an educational liaison for gallery visitors. Develop and assist Marketing with promotional materials relating to exhibitions, visiting artists, and educational programs. Create partnerships with community organizations, cultivate new audiences and establish new donors and patrons of the arts.

Assists in the prepping walls, lighting artwork, hanging art, and numbering art works in exhibit. Provides assistance in preparing correspondence and makes arrangements with facilities to prepare for event
Maintains inventory and tracking of art displayed at exhibits.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.