



Job Description

Job Title: Gallery Manager

JTC: C14

Salary Range: N05

FLSA: 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

Responsible for the collection of artworks and oversee exhibitions on and off campus and coordinate art related activities for the college. Oversee the installation, planning, arranging, procuring and archiving of artwork.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Strong knowledge of photography, sculpture, paintings, contemporary art, art history, arts management and have fundamental knowledge of marketing concepts. Experience in and understanding of proper handling, installing, packing and storage of art. Ability to manage multiple priorities with ease in a busy work environment.

Ability to utilize computer technology to maintain records, generate reports and communicate with others. Demonstrate excellent standards of self-presentation with a friendly, enthusiastic and welcoming disposition.

Establish and maintain working relationships with a diverse, multicultural district-wide network and external constituents to ensure deadlines are met. Able to create strong business connections with colleagues and clients.

Able to supervise the handling of artwork and ensure every care is taken with regard to their safety and security training of new staff on the proper handling and storage of art. Demonstrate the ability to have management skills in coordinate budget, dispatch tasks to the gallery's staff, trains, plan schedules, and set deadlines.

Must have strong oral and written communication skills and provide excellent customer. Strong analytical and organizational skills with the ability to manage multiple assignments and deadlines. Demonstrate in delivering excellent client service in a luxury, commercial environment, including active listening, empathy and patience.

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 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus three (3) years of experience. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday during heavy registration peak times. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinate the details of the exhibition with student, staff, and the community. Participates in the development of materials to publicize the event or activities surrounding the exhibition. Selects and procures artwork from students and professional artist for exhibition(s). Performs restoration of damaged artwork. Manages and implement year-round exhibition programming for the Art Galleries, and coordinate daily operations, and oversee the permanent arts collection.

Facilitate public receptions and acts as primary point-of-contact for visiting artists, students, and groups. Prepares correspondences, gathers and compiles information, and arranges for facilities, equipment, and refreshments. Develops and expands market by initiating new contacts and maintaining communication with current clients.

Perform public relations duties through contacts and associations with art professionals, colleges, and the community. Ensures all exhibitions are directed professionally, oversees the maintenance of the exhibitions and the building to make sure functions are fully staff and organized.

Design and execute staffing plan to meet requirements through selection, training, and supervision of assigned staff. Manages exhibit space in on-site gallery and at art fairs/conferences. Establishes and maintains professional networks at local, state, national levels

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

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.