

Charlevoix Circle of Arts

Exhibit Coordinator - Job Description

Position Description

The Exhibit Coordinator helps plan and implement the exhibitions scheduled and selected by the Exhibits Committee. The Exhibit Coordinator organizes and helps oversee the exhibits and sales gallery at CCA. This is a part-time, hourly position, reporting to the Executive Director (ED).

Key Responsibilities

- Works with ED, Administrative Assistant and Exhibit Committee to plan, organize and direct the operation of the CCA exhibit and sales gallery/gift shop, including any special events related to exhibitions (i.e. opening receptions, gallery talks, Paint Out, artist Tribute dinner)
- Carries out installation, de-installation and lighting of all exhibitions, upholding high professional standards
- Handles artwork, including packing, shipping, hanging, cleaning, etc.
- Creates labels and/or any gallery map, gallery signage in accordance with CCA branding and gallery standards
- Gathers information for exhibition publicity, coordinating with the Executive Director and Administrative Assistant for timely and effective press releases and other marketing; applies for banner permits
- Keeps gallery storage areas stocked, organized and clean
- Carries out set-up/clean-up of gallery receptions; cleans and reorganizes gallery for next exhibition
- Works with Administrative Assistant to help arrange artist lectures and other programs and events related to exhibitions
- Responsible for contacting artists, establishing contracts, making arrangements for artist pick-up, drop-off or shipping of artwork, and overseeing the inventory for the sales gallery and exhibitions
- Schedules, attends and participates in meetings of the Exhibits Committee
- Works with Administrative Assistant to update CCA website with current exhibition schedule; maintains exhibition calendar
- Work with Executive Director to communicate facility needs for exhibition space.
- Other duties as assigned

Education/Experience Requirements

- Bachelor's degree in Fine Arts, Studio Art, Art History or related field preferred
- 2+ years art gallery design, display, and exhibit experience
- Excellent oral and written communication skills
- Strong organization and technology skills
- Ability to work independently with little direction
- Ability to work flexible hours

Physical Requirements/Environmental Conditions:

- Ability to push/pull/lift 25 pounds
- Operate a variety of construction hand and power tools preferred
- Bending at waist, sitting, kneeling, climbing, walking, crouching as job may require
- Working around dust, paints