

Job Description/Title: Art Gallery Specialist
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

ART GALLERY SPECIALIST

JOB SUMMARY

Under general supervision, plan, coordinate, and participate in a variety of responsible support activities related to the Art Gallery. Receive limited supervision within a broad framework of standard policies and procedures. Perform various duties; exercise good judgment and tact; establish and maintain good public relations with staff, students and the community at large. Exercise high standards of aesthetic sensitivity and maintain museum quality standards of exhibition. Conduct docent training, supervise student workers and provide instructional support to Art Department faculty.

EXAMPLES OF FUNCTIONS

Essential Functions

Produce gallery exhibits in their entirety which may include contracts, correspondence, inventory, public relations, press releases, exhibition announcements, graphics, labels, text panels, documentation, mailing lists, gallery receptions, and other duties as needed to produce exhibits.

Install gallery exhibits, including gallery preparation and hanging of artwork in accordance with archival practices.

Screen exhibitor slides and application packets for presentation to gallery selection committee.

Implement solicitation of artists, exhibition schedules, files and documentation.

Coordinate work and storage areas, prepare and maintain material and equipment as assigned; maintain equipment inventories.

Supervise student workers/gallery docents, including recruiting, scheduling, training, coordinating time sheets and record keeping.

Act as liaison between the Art Department, the Art Gallery and exhibiting artists.

Assist instructor/supervisor with small groups of students in cooperation and by assignment from the instructor/supervisor.

Analyze situations carefully and correctly, adopting an effective course of action; use diplomacy, tact, friendliness and poise.

Resolve conflicts within scope of authority, exercising sensitivity to aesthetic concerns related to exhibiting artists in gallery situations.

Prepare a variety of letters and documents related to the operation of the Art Gallery.

Assist visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

Maintain mailing lists, files, card indexes, time cards and time reports.

Coordinate and operate audiovisual, multi-media and photographic equipment.

Participate in meetings relating to Art Gallery functions and/or the needs of students.

Confer with supervisor on a regular basis regarding services, activities and progress in assigned areas.

Other Duties

Perform other related duties as assigned.

Attend staff development and in-service training programs as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of one year of college level course work in gallery management or equivalent gallery /museum experience. Familiarity with the visual arts and experience working in an art gallery or museum are preferred.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a community college art gallery; proper gallery methods and practices; familiarity with gallery documentation and installation techniques including understanding of art gallery lighting as well as basic photography and public and human relations techniques; office management procedures, basic computer programs, receptionist and telephone procedures, mathematical computations, and filing systems.

Abilities

Understand and independently carry out oral and written instructions; learn and successfully apply gallery policies, procedures, rules and regulations; prioritize tasks and do several tasks simultaneously; use good judgment; communicate effectively in both oral and written form; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; use word processing software accurately; operate various types office equipment as needed, operate hand tools and light power equipment; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate physical effort; occasional standing, walking or lifting; periodic handling of moderate weight parcels or supplies of up to 50 pounds. Indoor/outdoor work environment.