

SARATOGA ARTS

experience . discover . create

EXHIBITIONS COORDINATOR PART-TIME (32 hours per week)

SARATOGA ARTS

Founded in 1986 by and for artists and audiences, Saratoga Arts is a non-profit arts service organization dedicated to developing and promoting a thriving year-round cultural environment in Saratoga-area communities. We welcome viewers to exciting art exhibits, stimulate students of all ages and skill levels in a wide variety of art classes and workshops, hosts thrilling public performances, and coordinate many programs that bring the arts to every corner of Saratoga. Directed by a professional staff and a volunteer Board of Directors, with support from many community volunteers, Saratoga Arts enriches the lives of those who live, work in, and visit our region; and has established itself as a vital force for the arts.

OUR MISSION

Saratoga Arts' mission is to enrich the region by cultivating a vibrant arts community and by ensuring the arts are accessible to all.

POSITION DESCRIPTION

Saratoga Arts' Exhibitions Coordinator is an integral part of the Saratoga Arts team and helps manage over 30 on-site exhibitions and 60+ off-site exhibitions per year, assists in the development and implementation of professional development opportunities for artists and works closely with the Saratoga Arts team to develop new, engaging programs for our constituents. The Exhibition Coordinator reports to Saratoga Arts Associate Director.

THE IDEAL CANDIDATE WILL HAVE:

- (1) Knowledge and experience in the coordination, preparation and installation of art exhibitions
- (2) Knowledge and familiarity with the region's exhibition / art scene
- (3) Solid administrative skills that include an ability to establish and stick with long-term planning calendars and maintain organized records for a multifaceted program
- (4) Strong written and spoken communication skills to accomplish program outreach and publicity goals and maintain positive relationships with artists
- (5) Strong computer skills and a familiarity with Macintosh operating systems, Microsoft Office Suite (Excel, Word, PowerPoint) iWorks programs (Numbers, Keynote and Pages) and InDesign.

QUALIFICATIONS

Undergraduate degree, experience working in an office setting, and a minimum of one year experience in gallery preparation and installation is required.

RESPONSIBILITIES

Administer Exhibitions in The Arts Center Gallery

- Produce Call for Submissions brochure for general exhibitions
- Convene and oversee Submission Review Panel
- Manage artist contracts and exhibition schedule
- Work with volunteers and interns to install gallery exhibitions: (Prepare gallery space by spackling, painting, arrange and install exhibitions of 2-D and 3-D work, provide wall labels, exhibition price-lists, order or produce signage, prepare gallery guides, exhibition booklets and other engagement tools as needed, and provide flyers for all gallery events)
- Maintain, and keep organized, exhibition tools, supplies and storage
- prepare for gallery receptions and have discussions with the artists
- Produce Call for Submissions for Member, Community, and Juried exhibitions and other special exhibits, as needed/required
- Design and facilitate a Call for Submissions/ Gallery Proposal Workshop
- Track and process sales

Administer Art in Public Places (APP)

- Schedule and contract monthly, bi-monthly, or semi-annually APP exhibitions
- Produce price sheets and signage for each APP exhibition using information provided by artists
- Install monthly Member's Hall and bi-monthly Reception Hall
- Conduct research into new, potential APP sites
- Track and process sales

Manage Gallery Shop

- Oversee acceptance of artists' works
- Maintain inventory
- Arrange + curate display on a rotating schedule
- Design & oversee timely production of marketing material
- Cultivate new member artists to participate in the gallery shop
- Track and process sales

Administer Art In The Park (Seasonal)

- Design and schedule print and online marketing material / call for artists.
- Develop and schedule event programming
- Oversee marketing and event PR
- Track, process and acknowledge artist registrations
- Assign sites and prepare artist packets for the event
- Coordinate volunteers
- Prepare park layout and manage event

Art@ Work + Home

- Work with Saratoga Arts' Associate Director and Development staff to develop a 2019 marketing plan to promote the opportunity to businesses and individuals
- Work with interested businesses and individuals to develop Art@Work + Home plans
- Once a contract is received:
 - work with the business or individual and Saratoga Arts staff to establish the specs for the call for submissions
 - develop / write a call for submissions for participating artists
 - develop and implement a plan to promote the opportunity
 - design and craft the catalogue of work
 - work with purchaser(s) to help them make their selections
 - notify selected (and not-selected) artists
 - work with the purchaser to coordinate artwork delivery
- Maintain online Art@Work and Home catalogues
- Annually, develop a new, online catalogue for the program

Publicity, Marketing & Support

- Produce and update newsletter and website sections related to exhibition programs
- Produce press releases for all exhibitions, exhibition-based programs and events
- Contribute to the production of written explanatory texts for exhibition programs
- Design, produce, and schedule all PR, mailings, postcards, posters and social media events or invitations related to exhibition programming
- Assist with the cultivation and solicitation of in-kind and cash support for Saratoga Arts' exhibition program
- Design and distribute an annual Showing Your Work guide

Other Duties as Required

Including, but not limited to, assist in the day-to-day operations of a bustling public space; help answer phones, monitor the gallery (when no host/hostess is available), answer questions about Saratoga Arts and our programs, etc... Staff also work together to set-up and break down for special events, rentals (as needed) and meetings in our theater and gallery spaces. Saratoga Arts staff are required to attend some special events (on evenings and weekend) and work the day/evening of First Night Saratoga (on New Year's Eve).

TO APPLY

Please send or email:
Cover letter and resume, including
contact information for three
professional references

Tanya Tobias, Associate Director
Saratoga Arts
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Saratoga Springs, NY 12866
or e-mail: ttobias@saratoga-arts.org
