

# **GALLERY SERVICES MANAGER**

**(Range 121)**

## **DEFINITION**

This position is primarily responsible for managing the administrative and curatorial duties of art gallery exhibitions, venues to display art, the Library District's permanent art collection, and the planning, scheduling, and coordination of visual arts programs.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives executive direction and supervision from the Community Engagement Director. Exercises direct supervision over Gallery Services department staff.

## **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Supports the overall mission of the Library District by providing exceptional internal and external customer service to promote a positive library experience.
2. Provides visual arts programming and cultural awareness by conducting events such as gallery exhibits, educational programs, art competitions, hands-on workshops, demonstrations, artist residencies, festivals, and lectures.
3. Curates and schedules art exhibitions.
4. Assists with and ensures the proper handling and transportation of artwork.
5. Coordinates venues, staffing, and other logistics for visual arts events.
6. Manages the Library District's permanent art collection by accepting art donations, cataloging inventory, selecting the placement of artwork, storing and preserving artwork, and managing insurance records of all artwork items.
7. Meets with executive, administrative, and library branch representatives to review visual arts programming requirements and to discuss current art programs and exhibits.
8. Performs record keeping tasks in the maintenance of gallery exhibit agreements, schedules, artwork inventory, and department budgets.
9. Prepares and submits reports relevant to visual arts exhibits and events, and all related activities.
10. Promotes the visual arts and conducts public speaking activities for community organizations, schools, and other various arts organizations.
11. Compiles and submits appropriate marketing, promotion, and public relations programming activity requests by writing, editing, and reviewing draft copy for

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collateral materials. Assists with and promotes publicity efforts for Gallery Services activities by speaking publicly and conducting press interviews upon request.

12. Assists with the development of operational goals and objectives for the Gallery Services department and monitors progress toward the accomplishment of those goals.
13. Directs and supervises subordinate staff including scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
14. Participates on interview panels. Selects staff for the Gallery Services department.
15. Interprets, develops, maintains adherence to, and implements Library District, Gallery Services department, and library branch policies and procedures.
16. Prepares and submits requests for the Gallery Services Department annual budget and adheres to established Library District objectives in such.
17. Exercises decision making skills in budget allocations, policy and procedure implementation, staff development, project coordination, and work assignments.
18. Interacts in person and over the telephone with District-wide staff and management, outside agencies, artists, vendors, and the general public.
19. Responds to public inquiries and complaints in a courteous and timely manner.
20. Updates content on the Library District website for upcoming Gallery Services programs.
21. Plans, prepares, and executes community events to promote the Library District.
22. Builds and sustains relationships with Library District community partners.
23. Participates and contributes as an active member of a working team to increase the efficiency and effectiveness of the Gallery Services department.
24. Perform any other related duties and responsibilities as assigned.

**Marginal Functions:**

1. Participates in Library District committee work when needed.
2. Attends and participates in professional association meetings, seminars, and other applicable training sessions.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Professional public library principles, practices, and techniques.
2. Library District and Department policies, procedures, terminology, and functions.

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3. Emerging technologies in the library field.
4. Basic research and public presentation techniques.
5. Training techniques.
6. Sources and availability of current information.
7. On-line tools and resources, and the Internet.
8. Principles and techniques of delivering effective oral presentations.
9. Correct English usage, spelling, punctuation, and grammar.
10. Knowledge of business letter writing and report preparation.
11. Knowledge of record keeping and filing principles and methods.
12. Effective supervisory techniques and principles.
13. Basic accounting principles and procedures.
14. Filing practices and procedures.
15. Current trends and developments in the field of the visual fine arts, cultural program planning, art history, community interests, and art literature.
16. Presentation, technique, and history of visual art and the methods applied to art gallery exhibitions.
17. Proper installation and display methods and techniques for various forms of artwork.

**Skilled In:**

1. Use of personal computers and associated software.
2. Use of library and basic office equipment.
3. The installation of art exhibits including the selection, design, loading and unloading of artwork, and the layout and proper placement of artwork.
4. The safe operation and maintenance of equipment including hand and power tools used in the installation of various forms of artwork.

**Ability to:**

1. Comply with all federal, state, and local laws, regulations, and codes.
2. Schedule and manage multiple projects.
3. Plan, research, develop, and implement educational and artistic programming.
4. Plan, organize, and manage complex projects for accurate and efficient results.

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5. Use initiative and independent judgement within established procedural guidelines.
6. Maintain confidentiality.
7. Initiate own work, set priorities, and meet critical deadlines.
8. Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.
9. Serve customers with patience, tact, and courtesy.
10. Establish and maintain effective working relationships with all internal and external customers, community partners, and vendors during the course of work.
11. Exercise good judgement and make sound decisions.
12. Work quickly and accurately.
13. Work both independently and as a part of a team.
14. Accept and manage change and maintain flexibility.
15. Understand and follow oral and written instructions.
16. Communicate clearly and concisely, both orally and in writing.
17. Maintain the mental capacity for effective interaction and communication with internal and external customers.
18. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment;
  - operating vehicles including cars, trucks, and vans.
19. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment;
20. Supervise and direct the work of subordinate staff.
21. Prioritize and perform multiple tasks concurrently.

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22. Maintain effective working relationships with those contacted during the course of work.
23. Generate accurate reports.
24. Evaluate proposals, artwork, and exhibitions for quality and the appropriateness of exhibits to be displayed within the Library District.
25. Operate a Library District vehicle.

**Training and Experience:**

Bachelor's Degree in the visual fine arts, fine arts education, or a closely related field or 3 years of related work experience including art gallery exhibition selection, scheduling, visual display, and program coordination required, and supervisory experience required, or an equivalent combination of training education, and experience that provides the necessary knowledge, skills, and abilities.

**License, Certificate, or Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; frequent bending, stooping, working in confined spaces; climbing a ladder; lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (50 lbs. and over) items; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time. Tasks require sound, color, depth and visual perception and the ability to communicate orally and in written form.

**Environmental Requirements:**

Tasks are performed in an office or fine arts gallery setting with frequent local travel. Minimal exposure to adverse environmental conditions.

**JOB CODE:**

**FLSA:** EXEMPT  
**CBA:** SUPERVISOR UNIT

**DEVELOPED:** JULY 1, 1995  
**REVISED:** MARCH 25, 1998  
JUNE 12, 1998  
MAY 1, 2000  
MAY 15, 2015  
FEBRUARY 21, 2018  
JANUARY 15, 2019