

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION

JOB TITLE: Art Gallery Coordinator/Curator

BASIC FUNCTION: The Curator is responsible for the organization and implementation of curatorial activities including exhibition planning, the creation of publications, developing and monitoring exhibition budgets, public education programs and lectures, the College's permanent art collection, and for generating support for district-wide programs.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term and/or Student Workers; Student organizations and co-curricular activities associated with the operation of the gallery and district-wide exhibition programs.

REPRESENTATIVE DUTIES:

1. Fund-raising including endowments, grants and special programs.
2. Oversee responsibility and leadership for the educational and professional activities of the Art Gallery.
3. Assist in programming for all campus locations and the library for development within district and other community arts organizations.
4. Schedule, manage, and implement a full season of exhibits per year.
5. Implement contracts, insurance, transportation, and installation as well as sales policy and all exhibits or events.
6. Develop, monitor and coordinate the program budgets.
7. Collaborate with the Public Information Department in the design production of exhibit invitations, catalogs, brochures, educational guides, websites and press releases.
8. Organize educational programming with faculty colleagues (i.e. lectures, tours) to compliment exhibitions.
9. Initiate and manage all fund-raising or revenue generating activities for Riverside City College in cooperation with the Resources Development office.
10. Coordinate all gallery related activities with faculty and other departments on campus.
11. Chair the District permanent art collection committee including the development of guidelines for use.
12. Participates in in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

EDUCATION: Bachelor's degree in fine arts, art or art history required. Master's degree preferred. Degree(s) must be from an accredited institution.

EXPERIENCE: Work experience working in an art gallery/museum (such as curator, director, assistant, designer) is required. Evidence of active participation in professional art world and the teaching of art fundamentals are required. Experience teaching art is desired.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF: Must be familiar with operation of power and hand tools. Principles and practices of operating an art gallery; sources of information related to art gallery operations; techniques and methods of collection and display in preparing and conducting art exhibits; principles of record keeping and report writing; principles of organization, administration, budget and coordination of activities; principles of marketing art

April 2011

gallery activities; development of relationships with community groups and civic organizations; funding sources to support art gallery exhibits and activities;

ABILITY TO: Ability to maintain effective working relationships with other staff, faculty and public; maintain standards of professional conduct and ethics; install works of art using a ladder or lift; work independently in the collection and presentation of materials; ability to effectively conduct art exhibits; communicate clearly and concisely, orally and in writing; establish and maintain effective working relationships with diverse individuals, groups, volunteer organizations and internal and external committees; foster cooperation, assistance and community support for art gallery activities.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, other departmental staff, supervisors, students, faculty, community arts organizations and the public

PHYSICAL EFFORT: Climbing ladder, and lifting up to 25 pounds.

WORKING CONDITIONS: Art Gallery environment.