

## ART GALLERY MANAGER

### JOB DESCRIPTION:

To be a successful commercial art gallery manager you'll need a combination of artistic awareness, business acumen, interpersonal skills and practical abilities.

As a commercial art gallery manager, you'll be responsible for the commercial and artistic success of the gallery. You'll have responsibility for the sales and marketing areas of running a commercial art gallery and will communicate directly with artists and dealers under the direction of the owner. You'll be involved in selecting art and artists to enhance the gallery's reputation and to bring in money from the sales of their artwork.

You may work under the gallery owner's direction, but will still have responsibility for the commercial and artistic success of the gallery.

Managers in smaller private galleries may have a more varied and all-round role.

### RESPONSIBILITIES:

Day-to-day tasks vary depending on the type and size of gallery, but you'll typically need to:

- \* ensure the smooth running of the gallery
- \* develop and maintain the gallery's remit
- \* maintain ongoing promotion and advertising of the gallery
- \* assess and select artwork
- \* oversee the type of artwork sold
- \* plan, organize, present and market exhibitions and shows, including responsibility for public relations
- \* work closely with individual artists, develop relationships with new artists, and extend relationships with established artists from the gallery 'stable'
- \* promote exhibitions and work by individual artists
- \* curate shows in cooperation with artists and technicians
- \* arrange transportation of work to and from the gallery, both nationally and internationally
- \* organize equipment hire and ensure correct installation of the artwork
- \* negotiate with gallery managers and curators from other galleries to arrange for loans
- \* develop client lists by notifying potential clients of particular works and exhibitions, according to their interests
- \* extend the client database
- \* liaise with visiting artists and negotiate sales catalogue acquisitions and keep records and archives
- \* develop and update the gallery website
- \* promote and sell artists' work, through both exhibitions, personal contacts, and electronic means.
- \* keep up to date with industry developments and market trends
- \* general administration, budgeting, finance and accounts.

## **QUALIFICATIONS:**

Although commercial gallery management is open to all graduates, the following degree subjects are particularly useful:

- \* art history/history of art
- \* arts management
- \* business studies
- \* fine art/visual art
- \* marketing and sales
- \* modern languages.

For those aiming to manage contemporary art spaces, a good knowledge of the current Indigenous art scene is essential.

For this specific position an extensive knowledge and experience with Indigenous Art is top priority.

Must have an up to date understanding and hands on knowledge of visual art, augmented reality and how it could fit with this situation today and in the future.

## **SKILLS & REQUIREMENTS FOR THE JOB.**

You will need:

- \* excellent organizational ability
- \* strong written and oral communication skills
- \* the ability and confidence to deal with a range of people
- \* sales ability and commercial awareness
- \* experience of management accounting, financial negotiating, and inventory control
- \* a flexible and practical approach
  - \* team working skills and the ability to lead and motivate
- \* a genuine interest in and enthusiasm for Indigenous art
- \* a creative flair
- \* administrative and strong IT skills
- \* physical stamina for organizing and setting up exhibitions.
- \* Experience of Photoshop, database management, social media and mailings is also useful.

## **THREE RELEVANT REFERENCES REQUIRED.**

## **CURRENT SECURITY CHECK.**

If you are interested in the position with Native Renaissance 2, please send your resume to [nardakj@bell.net](mailto:nardakj@bell.net) . Deadline is May 31, 2018.