



Classification Title: Art Gallery Coordinator

Department:	Boehm Gallery	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	18
Supervision Received From:	Dean, Instructional, Arts, Media, Business and Computer Science	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Assists in organizing, coordinating and overseeing the daily operations and exhibits of the Boehm Gallery; provides clerical and administrative support to the faculty Boehm Gallery Director; works with artists, staff and students to implement and promote art exhibits and opening events; installs and uninstalls artwork; oversees the storage and display of Palomar College's permanent art collection.

DISTINGUISHING CHARACTERISTICS.

The Art Gallery Coordinator is distinguished from classifications in the Administrative Specialist series by the former's additional specialized knowledge of art exhibition, installation, display, promotion and the handling and storage of art in a variety of mediums.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides clerical and administrative assistance to the Boehm Gallery Director; answers, screens and refers telephone calls; answers questions from artists, students, faculty, staff, vendors and the public regarding gallery exhibits, programs and services; greets and directs visitors to the gallery; answers written inquiries for standard information; drafts and coordinates the processing of artist contracts.
2. Drafts, formats, types, proofreads, edits and prints correspondence, memoranda, calendars, requests, forms, lists, reports, schedules, statistical and technical documents including reports, manuals and other documents and materials ranging from routine to complex; reviews documents for clerical accuracy, completeness and compliance with District and department requirements; receives, opens, sorts and distributes gallery mail.
3. Oversees and participates in all details of exhibition installations, including gallery preparation, installation, shipping, packing and unpacking, condition reports and other details.
4. Develops and coordinates educational materials and programs relating to exhibitions; develops catalogs and gallery price lists when appropriate.
5. Researches, develops, designs and directs the publication of exhibit marketing and informational materials for internal and external communications, including art labels, posters, brochures, flyers, newsletters, invitations and postcards; drafts press releases, fact sheets, flyers, newsletter articles, brochures and other written materials for use in commun-

ity and education outreach programs and media-relations initiatives; coordinates food, drinks and facilities for exhibit openings and special events.

6. Inputs data and prepares and processes purchase requisitions, purchase orders and check requests; verifies the accuracy of receipts and invoices including routing for signature and compiling detailed backup documentation; processes, scans and routes invoices for payment; calculates budget usage and fund percentages; tracks multiple funding sources; and runs general budget reports through financial systems.
7. Maintains a variety of standard office and specialized records and files; creates and maintains spreadsheets and databases to track projects, activities and services; may participate in basic grant administration functions.

Marginal Functions:

1. Performs community outreach; plans, schedules and hosts class, school and community agency visits to the gallery.
2. Maintains inventory, storage and display of Palomar College's permanent collection.
3. Arranges for necessary upkeep, restoration, framing and reframing of art works in the permanent collection.
4. May act for the Boehm Gallery Director in that individual's absence.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of increasingly responsible administrative support experience and at least one year of experience in the preparation and exhibition of artwork in a gallery or museum setting, or a closely related environment.

Education/Training: Equivalent to completion of the twelfth grade.

Preferred Qualifications:

Completion of college-level coursework from an accredited college or university in fine arts, arts administration or a related field.

Knowledge of:

1. Techniques and materials related to art gallery displays and exhibitions, including storage, packaging, shipping and display techniques for various collections such as paintings, photography, film/video and sculpture.
2. Processing and cataloging of records for collections; implementing a control system for registering and locating collection items.
3. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
4. Office administration practices and procedures.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
7. Basic research methods and data analysis techniques.
8. A general accounting system and associated systems, practices and procedures for processing accounting information and interpreting input and output data.

9. Modern office practices, procedures and equipment including computers and applicable software programs.

Skill in:

1. Organizing and overseeing the day-to-day operations, activities and services of an art gallery.
2. Designing and constructing art gallery display structures such as shelves, pedestals and devices; framing, mounting, hanging, lighting, and dismounting various artworks.
3. Packaging, storing and shipping various artworks.
4. Operating hand and power tools used to display art.
5. Making calculations and tabulations and accurately processing and reviewing fiscal and related documents.
6. Organizing, setting priorities and exercising sound independent judgment within area of assigned responsibility.
7. Reaching sound decisions in accordance with policies and procedures relative to assigned areas of responsibility.
8. Assisting in preparing and monitoring a project budget.
9. Communicating clearly and effectively, both orally and in writing.
10. Preparing clear, concise and accurate reports, documents, data entries, and other written materials.
11. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
12. Organizing and maintaining specialized files.
13. Maintaining confidentiality of student files and records.
14. Exercising tact and diplomacy in dealing with sensitive, complex and confidential artist, student and faculty issues and situations.
15. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
16. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions and in an art gallery, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods of time; and lift up to 25 pounds unaided and 50 pounds with assistance. The employee may be required to work various shifts at night, on weekends and holidays as needed.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.