

Program & Gallery Manager (part-time)

ArtReach St. Croix is a non-profit organization with a small, committed staff and a mission to *connect communities & the arts* in the St. Croix Valley, MN/WI. ArtReach supports the work of artists and arts organizations by increasing the art sector's visibility through marketing, partnership opportunities and valley-wide programming. For more information, visit www.artreachstcroix.org

A successful Program & Gallery Manager will be a dependable, fun-loving professional who is a self-starter with the ability to work independently and as part of a team. Support programs including, but not limited to, gallery exhibitions, Valley Reads, Mobile Art Gallery, Take Me to the River (fall art fair promotions) and artist-initiated efforts in the St. Croix Valley.

Primary Responsibilities include:

- 1) Communicating, scheduling and contracting with all artists from emerging to professional.
- 2) Guiding exhibits from the Call for Artists through the close of the show and artist payments including: rotating Gallery Exhibitions, Annual Members Show, Mobile Art Gallery, Holiday Gift Gallery and other artist opportunities.
- 3) Managing install and deinstall of the galleries with assistance.
- 4) Assisting with print/web promotions, press releases and social media communications about ArtReach programs, events and initiatives.
- 5) Tracking all gallery sales, managing memberships, maintaining inventory records, and processing artist payments in a timely manner.
- 6) Acting as a liaison with the Visual Arts Committee, and other volunteers, committees and events as assigned.
- 7) Assisting with day-to-day facility upkeep, event set-up and tear-down as needed.
- 8) Staffing the galleries for (some) public hours. Answering phones and greeting visitors.

Experience:

Knowledge of, and experience in, a relevant field such as arts administration, studio art or museum studies. Must have excellent written and verbal skills as well as a discerning eye for details and follow-through. Community building through the arts is fuel by positive connections with artists and audiences. Must have digital skills or a drive to learn. A working knowledge of WordPress, InDesign and Photoshop is a plus.

Flexible scheduling is available however shared gallery hours are Wednesday to Friday 10am-4pm. Some work may be done remotely. Infrequent evening and weekend hours are required.

Part-time, approximately 20-24 hours per week at \$19/hour to start. Paid time off (prorated) is offered for personal/sick time. To apply send a cover letter and resume to Heather Rutledge, heather@artreachstcroix.org by November 24. No phone calls please.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.