



Job Title: *Gallery Manager*

Position Description: *The Gallery Manager is responsible for the day-to-day operations of the Joan Hisaoka Healing Arts Gallery at Smith Center for Healing and the Arts on U. St. in Washington, DC and at the Inova Schar Cancer Institute (ISCI) in Fairfax, VA. The Gallery Manager will ensure the success of the exhibitions at both Galleries throughout the year. The Gallery Manager will be the onsite face of the U. St. Gallery and will foster the connection with Smith Center's mission and Cancer Support Programs. The Gallery Manager will maintain a weekly presence at the Gallery at ISCI and foster the connection between the Gallery at ISCI and the Gallery at Smith Center. Physical time at the two galleries should be split 80% at Smith Center and 20% at ISCI although work for both galleries will also occur at Smith Center.*

Reports To: *Executive Director, Lisa Simms Booth*

Duties and Responsibilities:

- **Safeguard the successful day to day gallery operations:**
 - *Maintain the gallery premises and equipment and ensure both galleries are adequately covered during hours of operation utilizing volunteers and interns*
 - *Greet and assist gallery visitors, artists, and collectors in person, by telephone, and email and process sales*
 - *Maintain gallery database, email, mailing lists and artwork inventory for both Galleries, ensuring information is up to date and correct.*
 - *Ensure and improve adequate data collection regarding artists, curators, exhibition pieces, visitor demographics, number of visits, sales, etc. for both Galleries*
 - *Manage the finances of both galleries, including but not limited to: budget planning and monitoring and tracking all sales and distribution of art work in conjunction with each exhibition*
 - *Research and assist with approaching potential Gallery, exhibition and event sponsors and/or food/material donations (U. St. only) and develop, nurture, and maintain development prospects, collectors, and gallery donors*

- **In conjunction with Smith Center's Marketing Manager, coordinate effective gallery marketing and outreach:**
 - *Create and implement the exhibition marketing plan for each exhibition*
 - *Coordinate, draft, and oversee the production and dissemination of publicity materials*
 - *Maintain all gallery social media accounts (Facebook, Twitter, Instagram, Tumblr and Pinterest), ensuring posts are up to date, engaging, appropriate, correct, creative and beautiful*
 - *Draft and implement regular email campaigns to be sent to the Smith Center gallery email list*
 - *Ensure Gallery web pages are up to date, engaging, and aesthetically pleasing. Includes, selecting images for website, email updates and writing gallery content. Ensure Gallery exhibition history for both Galleries is maintained and current on website and in a physical binder located at the U. St. Gallery.*
 - *Establish and maintain relationships with local press contacts, arts colleagues, collectors, and arts critics through consistent correspondence and networking events*

- **Ensure exceptional exhibition management:**
 - *Successfully plan and implement each exhibition's thematic focus, invite artists, and help design exhibition layout*
 - *Assist with researching artists and exhibition concepts for upcoming shows including doing studio visits and screening artist submissions*
 - *Help build and nurture relationships with artists and art critics to keep current with trends and to identify work that will attract visitors and buyers*
 - *Ensure exhibition schedules are planned for at least one-year out whenever possible to help aid with fundraising efforts.*
 - *Manage all contracts for exhibiting artists, guest curators and outside partners and successfully negotiate (ISCI only) all artist sales commission percentages with artists and ensure that all contracts are saved on the Smith Center server.*
 - *Collect and organize all of the artist materials for upcoming exhibitions and return unsold pieces at the end of exhibitions. At ISCI, ensure coordination with the ISCI staff to ensure proper care, safety, and storage of art works.*
 - *Coordinate the production of all exhibition signage and literature*



- *Manage all event coordination, preparation, and implementation including planning, marketing, space and food prep, bar coverage, volunteer recruitment, and art sales during all gallery events and programs*
- *Ensure Smith Center staff receive appropriate and timely exhibition content training and education*
- *Other duties as needed including, but not limited to, general office administrative and operational support and general gallery house-keeping and upkeep*

Supervisory Responsibilities:

- *Interns*
- *Volunteers*

Primary Objectives:

- *To ensure the high standards of exhibitions set in previous years and to ensure the overall message of art and healing through appropriate exhibitions and programming*
- *To help educate the public via exhibitions on the important role of the arts for our health and wellbeing*
- *To ensure both Galleries run smoothly and that exhibitions are well coordinated, engaging, and ideally generate press and sales (U. St.)*

Qualifications:

- *4 years' experience in an art gallery, arts administration, non-profit organization or similar setting;*
- *1-2 years' management experience and gallery management experience ideal;*
- *Experience with or a solid understanding of art and healing and related disciplines, a plus;*
- *Previous successful experience with social media for promoting business or events, a plus;*
- *Previous experience with grant writing and/or fundraising experience, a plus;*
- *Skilled research capabilities, Microsoft Excel, Word, PowerPoint and strong computer literacy in a Mac environment;*
- *Familiarity with website design and experience with WordPress and Squarespace, a plus;*
- *Experience with database administration and Bloomerang, a plus;*
- *Photography and Photoshop experience, a plus;*
- *Articulate verbal communication and strong presentation, writing, and editing skills;*
- *Excellent organization, multi-tasking, and time management skills*
- *A mature, pleasant, positive attitude and ability to work independently and in partnership with minimal supervision in a collaborative environment*

Physical Requirements:

- *Ability to perform physical duties as required by job including but not limited to:*
 - *Lifting and handling art up to 35 pounds*
 - *Moving tables, chairs, equipment and possible furniture.*

Job Details:

- *This is a full time, forty-hour per week position.*
- *Gallery hours vary and are set by appointment on select days of the week at Smith Center.*
- *Annual Salary: \$45,000- \$54,000 based on experience*
- *Substantial benefit package including: health, dental, vision, basic life, and long-term and short-term disability insurance, vacation, sick/personal, federal holiday time off, and 403b with employer contribution*

NOTE: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. This description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

To Apply:

Please send your resume with a cover letter explaining why you want to work at Smith Center for Healing and the Arts as well as why specifically we should consider your application for the Gallery Manager position for the Joan Hisaoka Healing Arts Gallery (maximum 2 pages). Send all materials to Hiring Manager at: Apply@smithcenter.org



We strongly encourage you to visit our website and learn more about Smith Center and services we provide before applying for this position. **Phone inquiries will not be returned.**