



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Gallery Services Manager

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under the executive direction and supervision from the Community Engagement Director, exercises direct supervision over Gallery Services department staff. Responsible for managing the administrative and curatorial duties of art gallery exhibitions, venues to display art, the Las Vegas Clark County Library District's (District) permanent art collection, and the planning, scheduling, and coordination of visual arts programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directs assigned staff including but not limited to:
 - a. Performance Coaching & Management.
 - b. Career Counseling & Development.
 - c. Conflict Resolution.
2. Provides visual arts programming and cultural awareness by conducting events such as gallery exhibits, educational programs, art competitions, hands-on workshops, demonstrations, artist residencies, festivals, and lectures.
3. Curates and schedules art exhibitions; assists with and ensures the proper handling and transportation of artwork.
4. Coordinates venues, staffing, and other logistics for visual arts events.
5. Manages the District's permanent art collection by accepting art donations, cataloging inventory, selecting the placement of artwork, storing and preserving artwork, and managing insurance records of all artwork items.
6. Meets with executive, administrative, and library branch representatives to review visual arts programming requirements and to discuss current art programs and exhibits.
7. Performs record-keeping tasks in the maintenance of gallery exhibit agreements, schedules, artwork inventory, and department budgets.
8. Prepares and submits reports relevant to visual arts exhibits and events, and all related activities.

9. Promotes the visual arts and conducts public speaking activities for community organizations, schools, and other various arts organizations.
10. Compiles and submits appropriate marketing, promotion, and public relations programming activity requests by writing, editing, and reviewing draft copy for collateral materials. Assists with and promotes publicity efforts for Gallery Services activities by speaking publicly and conducting press interviews upon request.
11. Assists with the development of operational goals and objectives for the Gallery Services department and monitors progress toward the accomplishment of those goals.
12. Prepares and submits requests for the Gallery Services Department annual budget and adheres to established Library District objectives.
13. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Microsoft Word & Excel
- Educational and Artistic Programming
- Public Service Ethics

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**
Required: Bachelor's Degree in visual fine arts, fine arts education, or a closely related field.
Preferred: Master's in Fine arts (MFA), art education, or a related field.
- **EXPERIENCE:**
Required: One (1) year of related work experience including art gallery exhibition selection, scheduling, visual display, and program coordination.
Supervisory experience.
Preferred: Three (3) years of related work experience including art gallery exhibition selection, scheduling, visual display, and program coordination.
- **License or Certification:**
Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.
Preferred: N/A
- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; frequent bending, stooping, working in confined spaces; climbing a ladder; lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (50 lbs. and over) items.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of visual art presentation history, techniques, and methods applied to art gallery exhibitions.
- Knowledge of proper installation and display methods and techniques for various forms of artwork.
- Knowledge of basic research, public presentation, and training techniques.
- Skilled in the installation of art exhibits including the selection, design, loading and unloading of artwork, and the layout and proper placement of artwork.
- Skilled in the safe operation and maintenance of equipment including hand and power tools used in the installation of various forms of artwork.
- Ability to keep informed of current trends and developments in the field of the visual fine arts, cultural program planning, art history, community interests, and art literature.
- Ability to utilize initiative, independent judgement, and confidentiality within established procedural guidelines.
- Ability to design and deliver effective oral presentations.
- Ability to schedule and manage multiple projects.
- Ability to communicate clearly and concisely, both orally and in writing.

DEVELOPED: July 1, 1995

UPDATED: January 15, 2019