



Position Title:	Assistant Gallery Director		
Reports To:	Director of Art Galleries		
Department:	District Art Galleries	Job Code:	0701-01
Prepared By/Date:	Jennifer Brito/04-28-2009	Job Group:	PENC
Approved By/Date:	Lula Rodriguez/09-15-2011	Salary Grade:	14
Revised:	Donna French/09-07-2011	FLSA Status:	Exempt

Summary:

This position is responsible for assisting the Director of Art Galleries in the planning and implementation of exhibits at art galleries and visual art spaces in one of the three geographic regions the MDC Are Gallery System in accordance with the educational mission of visual arts program at the college and its mission to serve the community. Works closely with the Campus Advisory Committees, Department Chairpersons, and/or faculty of the Arts and Philosophy Departments at each campus to develop exhibit calendars, lectures, residencies, workshops, and other activities related to the exhibitions at the galleries.

Essential Duties and Responsibilities:

- Works directly with Campus Advisory Committees to provide advice to the Director on the preparation of the exhibition calendar and develop curriculum-relevant educational and outreach activities
- Serves as liaison to the humanities faculty and students at the assigned campuses
- Creates opportunities for faculty and students for other disciplines to participate in visual/multi-media arts and other cultural activities at the galleries
- Supervises the installation and dismantling of exhibits at all sites
- Supervises college work study students and any part-time staff assigned to the galleries
- Works through the Director in the design, production, and distribution of invitations, gallery cards, and promotional materials
- Prepares documentation for the season and for the specific exhibits in the form of catalogues or brochures
- Organizes openings and other social/cultural activities during exhibits
- Participates in the design and implementation of plans to promote the galleries and increases attendance by MDC faculty, students, and staff, but by the community-at-large
- Assists in the assessment, cataloguing, and care of items from the MDC permanent art collection located in their galleries and campuses
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and skill in technical writing, proof-reading, editing, copy writing, grant writing or equivalent written communication format
- Ability to demonstrate excellent command of the English language
- Possess strong analytical skills
- Possess efficient organizational skills and extreme attention to detail
- Ability to work with individuals in a diplomatic fashion
- Ability to work with minimal supervision
- Ability to coordinate overlapping projects and deadlines
- Ability to multitask in a time-sensitive atmosphere
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Art or a related field, with five (5) years of administrative or curatorial experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name