



## GALLERY ADMINISTRATOR – POSITION DESCRIPTION

**MISSION:** The mission of Union Street Gallery, a not-for-profit, 501 (c) (3) corporation is to encourage and nurture emerging and established artists and be a resource for art appreciation and education to the communities that make up the Chicago Southland.

**VISION:** Union Street Gallery & Studios is open to all artists, emerging, mid-career and established. The purpose is to support artists by providing a professional environment for the development of creative expression, exhibition opportunities, promotion, and education of artists in the business of art. The goal is to link art with private, business, and educational communities to enhance awareness and education of the arts and culture.

The Gallery Administrator is responsible for managing the day-to-day functions of the gallery, the events and exhibits that promote the gallery and the funding necessary to support and sustain the gallery.

**EDUCATION:** Bachelor of Arts in Fine Arts or related field or degree in Business or related field

**EXPERIENCE / QUALIFICATIONS:** Four years' experience preferred. Require a working knowledge and strong background in visual arts and arts administration as demonstrated by prior experience. Gallery experience, curating, grant writing and public speaking are additional pluses. Must be proficient in MSOffice products including Word, Excel, and PowerPoint. Working knowledge of Constant Contact and Adobe Contribute are additional pluses; will train but candidate must be fast learner.

**START DATE:** April 1, 2010

**POSITION STATUS:** Part-time (16 hours per week minimum). Potential for additional hours subject to grants and endowments.

**HOURS:** Wednesday through Saturday, 12pm to 4pm. Some evenings for meetings and receptions.

**WAGE:** Commensurate with experience

**REQUIRED APPLICANT DOCUMENTS:** Resume, cover letter, three professional references

### DUTIES:

#### DAILY OPERATIONS

- Perform the daily operations of the gallery including but not limited to answering phones, paying bills, welcoming guests, answering mail (email and post), gallery and gift shop sales
- Author all gallery correspondence and promotional materials (written and electronic) including but not limited to donor letters, monthly newsletter, email blasts, press releases
- Oversee a staff of 30 volunteers

#### EXHIBITS

- Coordinate the production and promotion of all art exhibits including but not limited to selecting juror(s), authoring prospectuses, press releases, web mail, web pages; establishing schedules for artwork submission, delivery and pickup; preparing paperwork to ensure accurate receipt of artwork; setting up opening and closing events

## Position Description....continued

### GRANTS AND FUNDING

- Prepare grants including but not limited to researching appropriate grants, organizing and formatting required financial information, writing narratives, and all required follow up
- Support fundraising efforts as required

### SPECIAL EVENTS

- Coordinate private rental events including but not limited to contracts, room arrangements, hosting
- Arrange gallery tours for schools and other groups; schedule volunteers to support such activities

### STUDIO ARTIST SUPPORT

- Facilitate monthly Studio Artist meetings; provide agenda and minutes
- Promote Studio Artist-sponsored exhibits, classes and special events by producing promotional materials

### BOARD OF DIRECTORS SUPPORT

- Participate in monthly Board of Directors meetings; provide minutes
- Represent the gallery at offsite meetings with civic, educational or other groups to promote the interests of the gallery including but not limited to the Chicago Heights Business Council, Chicago Southland Convention Center
- Represent the gallery for all opening, closing and special events

**APPLICATIONS WILL BE ACCEPTED UNTIL FEBRUARY 15, 2010.**

**REQUIRED DOCUMENTATION MAY BE MAILED via POST TO**

JACKIE RIFFICE  
UNION STREET GALLERY  
1527 OTTO BOULEVARD  
CHICAGO HEIGHTS, IL 60411

**OR EMAILED TO**

**UNIONSTREETART@SBCGLOBAL.NET**

**About Union Street Gallery & Studios...** a dedicated fine arts facility housing 18 studios and a two story gallery space where artists & viewers alike are energized. Emerging & professional artists create, teach, and host seminars and workshops. Established in 1995, Union Street Gallery is a not-for-profit 501(c)3 organization. Donations are tax deductible.

Visit Union Street Gallery on the web at [www.unionstreetgallery.org](http://www.unionstreetgallery.org)



**Address** 1527 Otto Boulevard | Chicago Heights | IL 60411

**Phone** 708 | 754 2601

**Website** [www.unionstreetgallery.org](http://www.unionstreetgallery.org)

**Email** [unionstreetart@sbcglobal.net](mailto:unionstreetart@sbcglobal.net)

**Gallery Hours** W | T | F | S noon—4pm or by appointment and 2<sup>nd</sup> Fridays of the month 6- 9pm



Union Street Gallery is supported in part by