POSITION: Art Program Consultant
Office of Raleigh Arts

raleigh arts

P.O. Box 590
Raleigh, NC 27602
919.996.3610
www.raleighnc.gov/arts

CLOSING DATE: January 23, 2015

Compensation: $20 - $24 per hour commensurate with experience.

Position Hours: Temporary part-time position, no benefits, variable up to 36 hours per week. Schedule typically runs M-F within the hours of 8:30am-5:15pm, but may vary.

Offer contingent upon successful background check.

Department:
Parks, Recreation and Cultural Resources Department

Division:
Office of Raleigh Arts

Accountability:
The Art Program Consultant is supervised by the Public Art Coordinator.

Background:
Raleigh Arts, a division of the Raleigh Parks, Recreation and Cultural Resources Department, develops and implements myriad activities to foster, support and promote the arts. Programs include the presentation of up to five exhibitions annually at the Miriam Preston Block Gallery.

Since 1984, the Miriam Preston Block Gallery in the Raleigh Municipal Building has served as a pivotal exhibition space in Raleigh, connecting local artists to the community through ongoing exhibitions and public outreach. Dedicated in 2006 to honor community leader Miriam Preston Block, the Gallery provides an ideal setting to showcase original artwork.

Minimum Requirements:

- 2+ years' gallery and/or museum experience curating, coordinating and installing exhibitions; excellent working knowledge of the visual arts;
- Bachelor's Degree in Liberal Arts, Fine Arts, Art History, Art Administration or related field preferred;
- Demonstrated knowledge of best practices with regards to gallery management, exhibition installation and lighting, and object handling methods;
- Knowledge of local artists helpful;
- Excellent oral and written communication skills;
- High level of motivation, creativity and organization;

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- Detail-oriented;
- Ability to coordinate multiple projects simultaneously, working with various groups;
- Ability to carry projects through to completion; ability to work well with others and under own direction;
- Website and archive management experience;
- Computer and database skills, including knowledge of Adobe Photoshop, InDesign and Acrobat, and collections management software such as PastPerfect; comfortable working on both Windows and Mac platforms;
- Committed to accurate record keeping;
- Ability to see, handle, lift, push, pull and carry objects up to 25 pounds;
- Ability to climb ladders;
- Ability to crouch, climb, balance and stand for long periods of time; and
- Valid driver's license and available means of transportation.

Essential Duties:
The Block Gallery Coordinator is responsible for managing Block Gallery exhibitions. These duties include:

- Curate exhibitions from juried artists, the Municipal Art Collection and other exhibitions as specified;
- Set and schedule all dates for exhibitions;
- Conduct studio visits with all participating artists and select work for exhibition;
- Coordinate production of all exhibition materials (calendar mailers, postcard announcements, posters, gallery guides, signage) including: preparing text and working with outside designer to design exhibition materials, and working with Public Affairs Department for printing and delivery of materials;
- Handle all press for exhibitions including: writing all press releases, handling distribution of all exhibition materials (including bulk mailings), creating and distributing e-blasts on gallery news and events, and posting events and news to various social media and online outlets;
- Manage social media sites for the Gallery including Facebook, Twitter, Pinterest, Flickr, etc.;
- Coordinate filming and production with Raleigh Television Network to create for each exhibit a program consisting of interviews with the featured artists;
- Install and de-install all exhibits;

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- Coordinate an opening reception for each exhibit, including scheduling entertainment;
- Create and distribute a Call for Artists as needed for Block Gallery; select panel for jurying and notify artists of the panel's rulings; and
- Update as needed: Raleigh Arts' Facebook, Twitter, Pinterest, Flickr, and other social media pages.

Additional Responsibilities:

- Assist in other duties as required.

Application Procedure:
Applications must be received by 5:00 p.m. on Friday, January 23, 2015.

Each applicant must submit:

- A cover letter that addresses their interest in the position;
- A current resume with employment dates;
- The name and contact information for three professional references.

Submit applications electronically to Kim.Curry-Evans@raleighnc.gov.

No phone calls please.