



**Title:** Gallery Coordinator (Part-Time)

**Location:** Columbus, Ohio

**Reports to:** Executive Director

**Pay:** \$12/hr. 10hrs/wk

**Date Posted:** 12/11/2020

**Application Deadline:** 1/15/2021

**Mission:** *All People Arts seeks to engage and unite the people on the South Side of Columbus and beyond in expressing, creating and experiencing art.*

**All People Arts provides a venue for local artists in the South Side and throughout Columbus to exhibit and perform their work. APA Gallery is a safe space for artistic expression and community building through the arts for everyone. APA hosts shows that support artists, curators and organizations that cultivate the arts and access the southside.**

### **Position Summary**

The part-time Gallery Coordinator is responsible for administrative duties and oversight of the Art for All People gallery located at 1965 Parsons Ave. Columbus, OH 43206. The Coordinator assists guest curators with exhibition preparing and installation and provides high touch customer service to everyone that enters the doors. This role assists the marketing and programming committee and will supervise gallery sitters.

### **Responsibilities**

- Install and prepare space for quarterly exhibitions
- Support guest curators and executive director as directed
- Assist with space rental management and special events
- Provide professional and welcoming service to art collectors, artists and visitors
- Supervise and schedule gallery sitters
- Maintain general cleanliness of gallery space
- Regularly attend programming committee meetings
- Assist with Reeb Ave Youth showcase partnership when needed

**Skills Needed:**

- Organization skills: The individual must be able to multitask and meet deadlines on both short and long-term projects.
- Shows Initiative: Ability to take direction and work independently to meet outlined goals.
- Communication: Needs great interpersonal skills, and should be an excellent communicator with the ability to talk to a wide range of people.
- Professionalism: Regularly demonstrates a high level of integrity through direct, open, honest and ethical communication with others. Shows discretion when appropriate or required. Maintains confidentiality of organization information.
- Social media skills: Needs to be savvy with social media and proficient with commonly used computer programs.
- Maintains a positive attitude while meeting goals even in the face of significant obstacles.

**Experience and Education**

Requires a working knowledge in the arts. Bachelor's degree in the arts preferred but not required. Requires availability on some weekends and evenings.

**Physical Requirements**

Must be able to use necessary gallery installation tools which involves some lifting/carrying.

**How to Apply:** Send your resume and letter of interest to [info@allpeoplearts.org](mailto:info@allpeoplearts.org) no later than Friday, January 15, 2021.

***SPECIAL NOTE***

*All People Arts is a proud recipient of the Greater Columbus Arts Council Thrive Grant. This position was made possible with the assistance of GCAC and The City of Columbus.*