



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ART GALLERY SPECIALIST	CLASSIFIED	GRADE: L
BOARD POLICY REFERENCE: Off Schedule Review Board Approved 03.14.17		

**JOB DESCRIPTION:**

Under general supervision, performs duties associated with the operation of the Robert F. Agrella Art Gallery.

**SCOPE:**

The Art Gallery Specialist coordinates the installation of exhibitions and maintenance of the District's continually changing art gallery shows; designs, builds, and maintains special exhibit display systems and case goods; maintains art gallery shop space and equipment; serves as a resource on the social and cultural history of the artwork; trains student employees on proper handling of; trains students and guest curators on the use of gallery technology.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Coordinates installation and display of artwork, sculptures and/or artifacts; hangs and assembles paintings and other artwork; designs and constructs museum quality display systems, cabinetry and case goods for exhibitions; designs, maintains, modifies and assembles special exhibition lighting; arranges and secures display cases and stands for artifacts and sculptures; secures premises.
2. Accepts delivery of collections; prepares paperwork and photographs for appraisal and secures insurance for high value artworks; ensures return of gallery collections.
3. Serves as an educational liaison for gallery visitors.
4. Monitors and maintains gallery budget; and approves purchase and supply orders, and service requests in collaboration with area supervisor(s).
5. Maintains inventory of equipment and supplies.
6. Oversees the graphic design and layout of marketing materials or webpage(s) promoting gallery collections and special events.
7. Supervises and trains student employees in art gallery best practices.
8. Works with Gallery committee and art department faculty to develop effective exhibition schedules and content.
9. Works with Media Services to maintain gallery media equipment, print large format graphics, and to digitally record lectures.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Catalog exhibits according to acceptable gallery standards; organize the work in the gallery; provide effective customer service; follow and give oral and written directions; maintain cooperative working relationships; communicate effectively in English; use equipment common to coordinating and displaying exhibits; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Principles, practices and techniques for operating and maintaining art gallery facility including, but not limited to, assembling paintings, art and exhibits, and proper handling and storing of art, exhibits, and artifacts; tools, equipment and materials used in the display and storage of exhibits; standard office productivity software and other standard office equipment; gallery and print technology, electrical systems, lighting, movable wall systems, computer graphics and printing processes; advanced display or cabinetry building; and budgeting processes.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Associate's degree.

#### *Experience:*

Increasingly responsible (two to four years of full-time equivalent) experience in a public or private museum or exhibition gallery.

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely operate a variety of common hand tools and electrical equipment safely.