

Rogue Gallery & Art Center • 40 S. Bartlett Street, Medford, Oregon

Position: Gallery Coordinator

Hours: 16 hours per week, Wednesday – Saturday, 11am-3pm, some evenings

Wage: \$12.50 hourly

Benefits: Paid Holidays (6 Days), one week paid vacation and one week sick leave after first year of employment

Start Date: July 10, 2019

General Duties:

The Gallery Coordinator works with the Executive Director and other Rogue Gallery staff in presenting exhibits in various gallery spaces. The position prepares gallery spaces for installation, coordinates the installation of exhibits, and maintains gallery spaces during exhibits. This includes communicating with exhibiting artists via phone and email. There is also some office work, answering phones, and greeting art patrons.

Qualifications

- Experience in installing exhibits
- Must be energetic, well organized, highly productive, and detail-oriented
- Knowledge and enthusiasm for visual art, artists, and exhibitions
- Able to work effectively with artists, art patrons, volunteers, and public
- Competent with MS Office (Word, Excel, PowerPoint)
- Must pass an Oregon state background check
- Be able to lift up to 35 pounds

Preferred Qualifications

- B.A./B.F.A. in visual arts or related field
- Familiarity with various art media
- More than two years working experience in an art studio, gallery, or museum environment
- Experience with basic hand and power tools (i.e. screwdriver, drills), measuring devices, and levels

Duties and Responsibilities

- Coordinates with Exhibition Hanging Committee volunteers to professionally hang exhibits
- Provides, explains, and accepts artist's submission paperwork
- Collects artist loan papers for exhibitions
- Acquires artist statement and electronic images from exhibiting artist, when necessary
- Contacts artist for dropping off or picking up work
- Aids in some office work such as mailings, sorting, and filing
- Greets visitors to the gallery

To Apply: Preference will be given to submissions received by June 20. Send a cover letter, resume, and two job references to:

Kim Hearon
Executive Director
Rogue Gallery & Art Center
541-772-8188
kim@roguegallery.org