



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ART GALLERY SPECIALIST	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

**JOB DESCRIPTION:**

Under general supervision, perform a wide variety of duties associated with the operation of the District art gallery; coordinate acquisition and display of loaned artwork in the Art Gallery and on campus sculpture program; and perform related work as required.

**SCOPE:**

The Art Gallery Specialist plans, organizes and 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; designs and maintains art gallery shop space and equipment; serves as a knowledgeable resource on the social and cultural history of the artwork including paintings, sculpture and/or artifacts; hires and trains student employees to handle valuable, delicate, or very heavy artwork, and coordinates tours and lectures for various groups; trains students and guest curators on the use of state-of-the-art gallery technology.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Coordinates installation and display of related artwork, sculptures and/or artifacts; hangs and assembles paintings and other artwork; designs and constructs museum quality display systems, cabinetry and case goods as needed for exhibitions; designs, maintains, modifies and assembles special exhibition lighting systems; arranges and secures display cases and stands for artifacts and sculptures.
2. Organizes curators, artists, and vendors to acquire museum or gallery collections; ensures return of museum or gallery collections; acts as curator for exhibits as necessary.
3. Drives trucks, and district vehicles, to procure works of art for exhibition from throughout the state of California. Accepts delivery of collections to museum or gallery; prepares paperwork and photographs necessary for appraisal and insurance purposes.
4. Serves as an educational liaison for museum or gallery visitors.
5. Coordinates events, tours, viewings and lectures for classes and special guests to museum or gallery.
6. Secures museum or gallery premises and collections; observes procedures to protect collections from damage, theft, or accidents; secures insurance for high value artworks.
7. Maintains records of museum or gallery attendance.
8. Monitors and maintains museum or gallery budget within established guidelines; prepares, processes, and approves purchase and supply order and service requests.
9. Maintains accurate catalog and inventory of collections, equipment and supplies.
10. Oversees the graphic design and layout of publications, posters, brochures or website promoting museum or gallery collections and special events.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

11. Supervises and trains student assistants in Art Gallery best practices.
12. Works with gallery committee, art department faculty, deans, and community members to develop effective exhibition schedules and content.
13. Implement best practices in displaying permanent collections in the library.
14. 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 museum standards; organize the work in the museum in an efficient and effective manner; meet with faculty, students and public in a helpful, courteous and friendly manner; relate information regarding exhibits in a knowledgeable, clear and concise manner; follow and give oral and written directions; maintain cooperative working relationships; communicate effectively in English; plan and present lectures and give presentations to individuals and groups; use equipment common to coordinating and displaying exhibits; perform routine to moderately complex clerical work with accuracy and speed; supervise student assistants and short-term, non-continuing employees; demonstrate sensitivity to, and respect for a diverse population.

**KNOWLEDGE OF:**

History and culture of assigned museum or gallery displays and exhibits; principles, practices and techniques for operating and maintaining art gallery and/or museum 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; operation of personal computer software programs including word processing and spreadsheet tools, and other standard office equipment; proper reception and telephone etiquette. Knowledge of related artwork (including paintings, sculptures and/or artifacts) and its social and cultural history; Knowledge of state-of-the-art gallery and print technology, electrical systems, lighting, movable wall systems, accounting, computer graphics and printing processes. Advanced display building or cabinetry skills. (moved from required 'experience' below).

**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:*

A bachelor's degree in art or museum management.

*Experience:*

Five years experience working 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.

**EMPLOYMENT STANDARDS(Continued):**

**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.