



## **RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT**

# **Art Gallery Director**

*60% Released Time*

**Closing Date: November 22, 2021**

### **Objectives of Assignment:**

To provide a quality, ongoing exposure to contemporary art, and art works of recent historical significance for the entire campus and local community.

### **Supervision Exercised and Received:**

Supervision provided by the Vice President, Instructional Services.

### **Tasks and/or Activities Required:**

- Advertises the annual schedule of the Gallery.
- Produces at least three major, professional art exhibitions per year.
- Reviews artists' work for selection; invites artists for exhibition; develops production calendar.
- Sets annual Gallery calendar and publicizes Art Gallery Events, including writing press releases, producing visual materials, updating the gallery website, maintaining a social media presence, and managing a professional press list.
- Manages exhibition installation, including inventorying artworks, preparing artwork for installation, installing artworks, lighting exhibitions, deinstalling and packing artworks, documenting exhibitions, arranging return of artworks.
- Produces public receptions, artists talks, gallery walk-throughs and other educational events
- Arranges for insurance.
- Conceives, publicizes installs at least one annual Student Art Show.
- Coordinates student workers, training and schedules.
- Maintains the physical space of the gallery including regular painting, reconditioning and maintenance.
- Maintains and inventories equipment, especially gallery lighting, multimedia equipment, and power tools.
- Keep annual budget records, ordering equipment, supplies etc.
- Coordinates with the instructor of Art 179 and/or Art 280.
- Organize and write proposals for grants and special events.
- Appoints and chairs the Gallery Committee and reports to the Visual and Performing Arts Division.

### **Additional Activities**

- Coordinates the display of artworks at other locations throughout campus.
- Collaborates with the Library in maintaining the Library Foyer as a cultural destination.
- Acts as college liaison with community organizations regarding Glendale's art scene
- Works with the President's Office and the Foundation on special initiatives pertaining to contemporary art.

**Preferred Qualifications:**

- Experience with art gallery management and/or professional exhibitions.
- Experience handling and installing artwork.
- Experience with public relations and/or press activities.
- Knowledge of Contemporary Art.
- Knowledge of Art History.
- M.A. or M.F.A. in Art.

**Stipend and/or Released Time:**

60% released time

**Term of Assignment:**

3 years subject to an annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**

1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

Application forms are available in the  
**Office of Human Resources**

**CLOSING DATE: November 22, 2021**

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.  
This position is subject to availability of continued funding.*



*APPLICATION FORM*  
**Art Gallery Director**  
*60% Released Time*  
**Closing Date: November 22, 2021**

Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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