



RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

Art Gallery Director

(Art and Visual Literacy Program 3 Year Pilot Program)

80% Released Time

Closing Date: July 13, 2018

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: July 13, 2018

*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.*

GCC Art and Visual Literacy Program (AVLP)

Vision

The facilities and outdoor spaces of Glendale Community College are seen as places for diverse art exhibitions, educational displays and visual learning.

Goals

The goals of the AVL Program are to:

1. Assure community participation in developing of visual resources on campus;
2. Utilize art and other visual resources to improve the student experience in study areas, common rooms, and outdoor spaces;
3. Create supplemental learning opportunities via special displays or rotating mini-exhibitions;
4. Display artworks by contemporary artists that expose GCC to the diversity of the arts in Los Angeles and improve student competency in the contemporary arts.

For the first three-year pilot, the activities of AVL Program will be coordinated by the Art Gallery Director. The Director will convene an AVL Program Committee to develop an annual plan for the College.

AVL Programs will collaborate extensively with: The Office of the President, Contextualized Learning Coordinator, Dean of the Library and Learning Support Services, the Visual and Performing Arts Division, designated Instructional and Student Services leadership, and the Glendale College Foundation.

AVLP Program Charge

The AVLP Program will develop an ongoing, coordinated plan for identifying, placing and acquiring visual art and other visual resources for the College. The AVLP Plan will address four types of resources.

1. **Acquisitions or loans of original artworks by contemporary artists.** The AVLP Program will develop a plan for identifying, funding, acquiring, and maintaining contemporary artworks for the College.
2. **Development of Special Instructional Exhibitions.** In collaboration with the Contextualized Learning Coordinator, the AVL Program will plan and manage small “mini-exhibitions” developed in collaboration with instructional programs to highlight a current theme or learning topic.
3. **Ongoing Placement of Student Artworks.** In collaboration with the Visual and Performing Arts Division, the AVL Program will schedule and produce rotating exhibitions of student artworks in common and study areas.
4. **Public Projects.** In collaboration with the Art Gallery, the AVLP Program will develop occasional competitions to acquire or obtain on loan original public projects.

AVL Program Committee Charge

The AVL Program Committee will be charged with:

1. Developing and approving an annual, cost-effective plan for each of these areas;
2. Guaranteeing inclusive community participation,
3. Approving expenditures on artworks or installations;
4. Developing means of evaluating the AVL Program.

Committee Membership and Collaborative Partners

The AVL Program Committee is considered a non-Governance committee as identified in AR 2511 but will report to the College Executive Committee and the Board of Trustees through the Superintendent/President.

Membership will include: the Superintendent/President or designee (chair), two faculty members appointed jointly by the Academic Senate and Guild, two classified staff members appointed by the CSEA, two students appointed by ASGCC, and two administrators appointed by the Superintendent/President.

The work of the committee will be supported and coordinated by the GCC Gallery Director, an 80% faculty release time position for the first three years. At the end of the three-year pilot, the AVL Program Committee will evaluate resources for AVL Program. If the AVL Program ends, the Gallery Director position will revert to its original release-time and job description.

Expanded duties for Gallery Director:

1. Convene regular meetings of the AVL Committee
2. Facilitate the development of an AVL annual plan
3. Submit an annual evaluation of the AVL plan
4. Facilitate relationships with Campus Development and Facilities
5. Facilitate relationships with Instructional Programs and exhibition designers
6. Write grants as needed
7. Develop strategies for installing and maintaining special exhibitions or acquisitions
8. Provide technical support to the AVL Committee in acquiring, maintaining and displaying visual resources



APPLICATION FORM

Art Gallery Director

(Art and Visual Literacy Program 3 Year Pilot Program)

80% Released Time

Closing Date: July 13, 2018

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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