



Director of Gallery and Visual Arts Education
Job Description

Position Summary

The Director of Gallery and Visual Arts Education for the Monroe Arts Center will report directly to the Executive Director. The Director of Gallery and Visual Arts Education will plan and implement exhibitions at the Monroe Arts Center and the Monroe Clinic Galleries; curating and installing solo, group, and juried exhibits across four unique gallery spaces, as well as maintaining gallery facilities. Additionally, the person in this position will create budgets for each season, and ensure a positive experience for guests of the Monroe Arts Center, while working with MAC's administrative staff and exhibiting artists to market the season of shows; planning and facilitating gallery receptions; and managing art sales. Essential to this position is creating and stewarding relationships with local, as well as regional and national artists and museums. The Director of Gallery and Visual Arts Education will collaborate with local artists to create and implement a visual arts curriculum for both children and adults that supports the culture at MAC.

Essential Duties and Responsibilities

MAC and Monroe Clinic Galleries

- Work with Executive Director to produce, maintain, and meet gallery season budgetary goals.
- Solicit and review exhibition proposals and determine exhibition calendars for the MAC and Monroe Clinic galleries.
- Draft and execute gallery agreements and contracts with artists.
- Develop exhibit text (including object labels and interpretive materials), develop and execute exhibition design, and install artwork for all gallery exhibits.
- Assist Communications and Community Outreach Manager in the development of a marketing strategy for the gallery season and assist in the preparation of materials for marketing exhibits, including photo documentation, print and digital press releases, and social media.
- Oversee art sales, draft invoices for artwork sold, contact purchasers, and send payment to artists.
- Plan and facilitate MAC gallery receptions, held 5 times a year.
- Track and analyze attendance, survey data, and other programmatic data to identify strategies for improvement, growth, and for use in grant writing and fundraising efforts. Prepare reports as necessary.
- Prepare and oversee appropriate support and marketing materials as needed.

Visual Arts Education

- Work with Executive Director to produce, maintain, and meet visual arts education budgetary goals.
- Work to identify prospects to craft/submit proposals for visual arts educational programs and create a roster of visual arts educational offerings for the year.
- Collaborate with local and national artists and professionals to create individual class curriculums.
- Hire and manage local and national teaching artists.
- Expand and further develop existing programs and craft new programs that fill a community void in visual arts education.
- Track and analyze attendance, survey data and other programmatic data to identify strategies for improvement, growth, and for use in grant writing and fundraising efforts. Prepare reports as necessary.
- Prepare and oversee appropriate support and marketing materials as needed.

Please send cover letter and resume to info@monroeartscenter.com.