

Florence **ART** Thomas SCHOOL

Gallery Director

Florence Thomas Art School

Florence Thomas Art School seeks an enthusiastic candidate who is personable and enjoys working with the public in an environment that fosters creative thought and artistic expression. Since 2008 the non-profit Art School has offered education in all media of the fine arts with a commitment to preserving the cultural heritage of the Blue Ridge Mountains through offering workshops and demonstrations in the heritage crafts. FlorenceArtSchool.org

Essential Functions:

- Develop and implement strategies for curating, preserving and exhibiting the Florence Thomas Collection to a wider audience.
- Work with the Executive Director to create integrated marketing campaigns. Develop social media advertising, email campaigns and other promotional campaigns that support the Schools, workshop promotion, gallery exhibits and outreach programs using social and print media.
- Maintain the Art Schools, website and digital presence by keeping information and performance up-to-date and reportable. Trouble shoot website or social media IT issues.
- Manage daily front desk operations including sales and registrations.
- Organize and chair the Gallery and *Celebration of Women in the Arts* committees.
- Organize monthly exhibits and artwork on consignment in conjunction with the Gallery Committee.
- Hang monthly exhibits and arrange works on consignment, with the focus on promoting artist opportunities.

- Consignment Gallery Management: Maintain and update consignment gallery art and recognize new and unique local art to add to the consignment gallery.
- Assist visitors to the Gallery and orient them to the facility and the current exhibit and events.
- Assist instructors with workshop space set-up. Be available to instructors and students during workshops, orient and welcome them to the workshop space and facility.
- Partner in supervision of interns.
- Facility maintenance: clean up workshop and gallery space, kitchen and facility.
- Compose and send weekly or bi-weekly newsletters to database of students and visitors.
- Be present at important events and fundraisers.
- Help plan and execute events and fundraisers.

Knowledge, Skills and Abilities

- Proficiency in Microsoft Word, Excel and Adobe Suites: Photoshop, Illustrator and InDesign
- Photography: Ability to take photos of events, classes and student work, preferable to have skills in video recording and editing
- Website content management, knowledge of Word Press is essential
- Ability to multi task and prioritize
- High level of written and verbal skills
- Strong organizational skills
- Proven to work as part of a team
- Working knowledge of a variety of art materials and the willingness to learn
- Experience in reporting to and serving a board of directors is preferred
- Experience and/or interest in the research and writing of grant proposals is preferred
- A 4 year degree or 2 year Associate degree with 2-3 years relevant experience

Hours

This a full time position that requires the chosen candidate to work flexible hours including occasional evenings and Saturdays

To Apply

Florence Art School is an Equal Opportunity Employer. Salary for this position starts at \$32,000, commensurate with qualifications and experience. To apply, send an email including a resume in PDF or Word format, contact information (phone and email) for three references, salary requirements, and a letter of no more than two pages, outlining the reasons for your interest and your particular qualifications and experiences that fit this position. In addition please submit a video of up to three minutes in length introducing yourself to the hiring committee. Please tell us a little about yourself.

Send to Executive Director Kathleen Janowiak : flooperations@gmail.com, email applications are required. Please no phone calls.

Florence Thomas Art School Inc. admits students of any race, color, sexual orientation, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sexual orientation, national origin, and ethnic origin in the administration of its educational policies, admission policies, employment policies, scholarship and other school administered programs.

Communications will be treated with confidence, and resumes will be accepted until the position is filled; however, the active application period is open until September 21, 2021 @ 5 pm.