

Flinn Gallery, Greenwich Library, Gallery Manager

Part-time Art Gallery Manager Position to begin October 2019 (due to Library construction. Season usually begins in September.) The Gallery Manager does not work (except for a few days) in July and August.

19 Hours weekly. Pay range, \$15 to \$18 hourly. Total compensation @ \$13,500.

Role: Responsible for daily aspects of the gallery operation. Welcome visitors, interact with hosting institution (library) staff and support gallery volunteers.

The Gallery manager should be a multi-tasker who is personable, energetic, pleasant and organized with very good computer skills and facility with social media.

Specific responsibilities:

- Manage day to day Gallery operations including volunteer scheduling, supplies and services (utilize Sign-Up Genius) while greeting visitors in Gallery
- Maintain the Gallery contact list (utilize Constant Contact). Create and send Evites, invitations and news briefs
- Manage social media on behalf of the Gallery, including Facebook, Twitter and Instagram, with volunteer assistance.
- Update Gallery website as needed
- Support curators on shows
- Represent the Gallery in communicating with Library staff, Gallery volunteers and visitors

Requirements

- Self-starter with excellent time management skills. Able to work on multiple projects while adhering to deadlines
- Good communication skills, both written and verbal
- Facility with computers (PC and Mac) and various programs, including social media
- Proven ability to work collaboratively. Prior experience working with volunteers a plus.
- Facility with the following programs needed: Excel, DropBox, Constant Contact and social media, website.

Training available to support skills on specific programs.

For more information please contact flinngallery@gmail.com.

