

LANESBORO ARTS

GALLERY MANAGER

Overview

Lanesboro Arts is looking for a part time Gallery Manager who works collaboratively with Lanesboro Arts staff to develop & guide the organization's gallery programming and managerial tasks. The primary responsibility of this position will be to develop, manage, and implement high quality gallery experiences. The Gallery Manager works closely with Lanesboro Arts staff to ensure that Lanesboro Arts continues to strengthen its role as an innovative rural arts organization. The right candidate will have a personal passion for and commitment to arts and community as well as past success working in a gallery and/or sales setting with the ability to cultivate and work with a variety of artists and arts organizations. This position reports to the Lanesboro Arts Executive Director and works collaboratively with the Program Director and Program Coordinator.

About Lanesboro Arts: Lanesboro Arts is a non-profit, multidisciplinary arts organization working to weave the arts into the social and municipal fabric of Lanesboro, MN. It offers accessible programs, including visual art galleries, performing arts at the St. Mane Theatre, artist residencies, public art projects, and educational outreach. Lanesboro Arts has a 40+ year legacy of serving as a regional catalyst for artistic excellence and educational development in providing diverse art experiences for people of all ages. Lanesboro Arts works closely with local government and cross-sector partners to activate the people and places of Lanesboro. Lanesboro Arts' work is centered on the belief that artists and the arts have the potential to transform communities and make positive change across sectors.

Responsibilities

Program Management:

- Assist Lanesboro Arts in the selection and curation of a dynamic, inclusive and engaging annual season of gallery exhibitions.
- Manage artist contracts, jury processes, gallery receptions and events, exhibition changeover and maintenance.
- Artist Relationship Management including overseeing contracts, display and signage, artist information management for Customer Relationship Management (CRM) system and curation of website sales.
- Organize educational outreach in coordination with Program Coordinator. This may include artist demos in the Gallery, artist talks or school visits.
- Assist in organizing, planning, promoting and staging Annual Auction Fundraiser with Lanesboro Arts staff. This includes collection of silent auction items, auction management & distribution.

Gallery Management:

- Create a vibrant, inviting retail space using artistic vision to install, display and maintain an ever-changing selection of works and merchandise. This includes installation and removal of works, wall maintenance, gallery cleanliness, and alerting Lanesboro Arts Executive Director of building maintenance needs.
- Engage customers with enthusiasm and share knowledge of the artists' work in both the exhibition and sales galleries.
- Manage and support part-time gallery staff and scheduling. Train new gallery staff to operate the gallery, engage customers, and manage point of sale (POS) and other office systems.

Financial Management:

- Reconcile financial and office management for both juried and fine art gallery sales. This includes tasks such as inventory controls and management, POS justification, payroll and transaction data reports, and monthly artist commission payments.

Marketing and Communications:

- Work with Lanesboro Arts staff to assist in marketing and communication materials for Lanesboro Arts Gallery, including providing content for press releases, social media, website, direct mail and advertising.

Position Information

This part-time position pays \$26/hour for 21-28 hours a week with opportunity for growth within the organization. Benefits include a \$1,000 healthcare stipend, paid holidays and vacation, and a collaborative work culture focused on a healthy work-life balance. This position has hours typically between 10:00 am and 5:00 pm but does require some weekend and evening work.

Qualifications or Requirements

Ideal candidates have a collaborative work style, exceptional interpersonal communication and writing skills, are organized, detail-oriented, creative and most importantly, are willing to learn and take initiative. Preferred candidates have at least 2 years of experience working in a gallery, sales, and/or customer service setting.

How to Apply

This position will remain open until filled – priority will be given to candidates who **apply by May 15th, 2024**. Qualified candidates should fill out the application form on the Lanesboro Arts website, which includes attaching a resume, cover letter and two references. Applications will be reviewed and interviews will be conducted on a rolling basis by the Lanesboro Arts Search Committee. Lanesboro Arts is an equal opportunity employer.

For more information, contact Lanesboro Arts at 507-467-2446 or info@lanebsoroarts.org