

# LANESBORO ARTS

## GALLERY EQUITY GRANT PROGRAM COORDINATOR - POSITION DESCRIPTION

### Overview

Lanesboro Arts is looking for a part time Gallery Equity Manager to begin immediately to execute a grant funded program that continues through August of 2025. The program seeks to meet the need of diverse representation in the Lanesboro Arts Gallery, as well as evaluating and changing Gallery systems to be more equitable. The primary responsibility of this position will be to manage the Lanesboro Arts BIPOC, LGBTQIA+, and disabled Artist Advisory Committee to evaluate and recommend systems changes, oversee the implementation of these changes from Lanesboro Arts staff, support Gallery exhibitions showcasing the work of BIPOC and LGBTQIA+ artists, and support an educational program in conjunction with the exhibitions.

The right candidate will have a personal passion for and commitment to equity in arts and community, as well as experience working in a gallery and/or sales setting with the ability to cultivate and work with a variety of artists. This position reports to the Lanesboro Arts Executive Director and works collaboratively with the Lanesboro Arts Gallery Manager.

**About Lanesboro Arts:** Lanesboro Arts Juried Sales and Exhibition Galleries are open year-round. Lanesboro Arts is a non-profit, multidisciplinary arts organization working to weave the arts into the social and municipal fabric of Lanesboro, MN. The Lanesboro Arts Galleries strive to present accessible and diverse works that foster educational opportunities for visitors as well as impacting artists' careers. The Galleries present works that enrich both artist and community by initiating discussion and connection. 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' work is centered on the belief that artists and the arts have the potential to transform communities and make positive change across sectors.

### Responsibilities

#### **Grant Program Management:**

- Manage the Lanesboro Arts Gallery Equity Advisory Committee, which will consist of 5-7 BIPOC, LGTBQIA+, and/or disabled artists who will be compensated for their time. The committee will perform a review of Lanesboro Arts Gallery systems and policies as set by Lanesboro Arts leadership. The committee as managed by this position will then provide recommendations for system changes, and oversee the implementation of their recommendations.
- Manage communication and resources provided to the committee. Acts as the secretary for committee meetings and provides notes to the committee.
- Generates summary documents and best practices for Lanesboro Arts to move forward with following recommendations provided by the committee.

#### **Gallery Curation:**

- Assist the Lanesboro Arts Gallery Equity Advisory Committee in the curaton of two group shows; one in spring and one in summer of 2025 featuring the work of BIPOC, LGTBQIA+, and/or disabled artists.

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- Assist the Lanesboro Arts Gallery Equity Advisory Committee in the call, application review process, and the selection process for the 2026 Exhibitions.

## **Arts Education:**

- In collaboration with Lanesboro Arts Program Coordinator, manage an education program with the Lanesboro Public School to provide four in-classroom educational opportunities with artists from the Advisory Committee and/or Exhibitions, or BIPOC Artist Residency program.

## **Financial Management:**

- Maintain records and follow expenses within the provided program budget. Manage payments for artists and grant program expenses.

## **Marketing and Communications:**

- Work with Lanesboro Arts staff to assist in communication materials regarding the grant program including but not limited to providing content for the website, press releases, social media, direct mail and advertising.

## Position Information

This part-time position pays \$30/hour for up to 200 hours through August 2025 to complete the grant program. The schedule for this position is flexible; some weeks it could be as little as 0-5 hours a week; other weeks it might flex up to 10 hours a week. This position can be primarily remote, with occasional in-person hours at Lanesboro Arts.

## 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 take initiative. Demonstrated history of a respect for and advancement of equity and cultural inclusion. 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 November 4th, 2024. The ideal start date for this position is Monday, December 2nd, 2024. Qualified candidates should apply through the online form on the Lanesboro Arts website which includes submitting a resume, cover letter and two references. The website can be found here: <https://lanesboroarts.org/about/employment/>

Applications will be reviewed and interviews will be conducted on a rolling basis by the Lanesboro Arts Search Committee. No phone calls, please. Lanesboro Arts is an equal opportunity employer.