

## **Job Opening: Exhibitions Coordinator** Part-time, non-exempt

**Deadline to apply:** Monday, December 10, 2018

### **POSITION DESCRIPTION**

Pilchuck Glass School is seeking a self-motivated and highly responsible team member to serve as the Exhibitions Coordinator. This is a part-time position providing year-round support to the Artistic and Executive Directors of monthly activities and long-range planning and administration of Pilchuck's Seattle Exhibition Space. Coordination and installation of exhibitions, along with excellent customer service and stewardship of the organization, are at the core of this position.

### **Primary Responsibilities:**

- Work closely with Artistic and Executive Directors to assist in the planning and implementation of exhibitions, artist talks, and exhibition openings in the Seattle Exhibition Space
- Create compelling, mission-driven programming for exhibitions, educational talks, lectures, and events
- Stewardship of exhibiting artists to maintain a positive experience before, during, and after exhibition opportunities
- Prepare and send contracts to artists
- Track inventory of works for exhibitions and retail sales
- Manage delivery and installation of work into the exhibition space
- Assist Marketing Manager with images and information gathered from artists for promotional purposes
- Installation and de-installation of exhibitions (install shelving, paint, lighting, etc.)
- Catalog and organize consignment store inventory
- Develop and manage the Seattle Exhibition Space budget
- Direct resource for guests, public/private tours, and gallery talks
- Ownership of Campus Gallery during special events
- Available for occasional weekend/evenings

### **Qualifications:**

- Self-motivated and able to set and meet deadlines
- Excellent written and verbal communication skills
- Strong interpersonal capabilities and ability to be a team player
- Personable and possesses the ability to communicate and collaborate easily and effectively with a wide variety of people
- Ability to motivate constituents (artists, assistants, volunteers)
- Strong organizational skills with excellent attention to detail
- Proficiency in: Microsoft Word, Excel, and PowerPoint; Adobe Photoshop/ InDesign



- Ability to work and complete tasks in a fast-paced environment
- Ability to work independently and cooperatively with Pilchuck's entire staff
- Knowledgeable about contemporary art, design, technology as well as glass processes and applications and the artists that employ the material
- Knowledgeable about gallery hardware and ability to problem solve installations

### **Schedule, Compensation and Benefits:**

This is a part-time, hourly position with an estimated average of 24 hours per week with flexible scheduling available (Traditional M-W-F with occasional First Thursday evenings). However, certain special events, weekends, and evening hours will be required. Compensation will be approximately \$18 - \$20 per hour depending on experience. Although not guaranteed, this position may evolve into a full-time opportunity within the next 12 – 18 months. This position also has accrual of paid vacation and sick time.

### **Physical Requirements**

This position requires regular installation of artwork, lighting shows, movement of exhibition materials and handling deliveries of artwork. Candidates must have the ability to climb ladders, paint walls, maneuver exhibition hardware, and lift up to 40 pounds.

### **Applications are due by December 10 and should include the following:**

- A one-page cover letter outlining your interest in and qualifications for the position and salary requirements
- A resume or CV
- List of 3 relevant references with contact information

### **Application/contact Information**

Please submit all suggestions, nominations, and applications in confidence to [jobs@pilchuck.com](mailto:jobs@pilchuck.com) with the subject: "Exhibitions Coordinator, Your Name." No phone calls please.

*Pilchuck Glass School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and participants. Pilchuck encourages all interested persons to apply regardless of age, race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, veteran, or disability status.*

