State College of Florida, Manatee-Sarasota
Job Description

Job Title: Art Gallery Manager

Reports to: Department Chair

FLSA Status: Exempt

Level: 119

Position Class: SN999

Job Summary:
Provides general oversight of the College Art Gallery, including planning and scheduling of exhibits and maintenance of College art collection. Acts as advisor to the Pentangle magazine. Instructs two art studio classes.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Establishes and maintains professional art gallery including the procuring, scheduling, designing and installing of exhibitions; hosting public receptions and providing curatorial responsibilities.

2. Produces all gallery printed materials with the assistance of outside vendors.


4. Maintains College art collection through archival conservation, cataloging, inventory and management of College art loans.

5. Maintains Art Gallery and Art Studio equipment, assuring readiness for daily use. Arranges for repairs as necessary. Coordinates and instructs students and/or faculty in proper use of equipment, including disposal of hazardous waste.

6. Assists Department Chair with development of budgets for Art Gallery, Art Department and Pentangle budgets. Provides maintenance of the Art Gallery budget. Manages purchases and handles cash for the art student competitions, including travel and lodging. Also handles bookkeeping functions for the Art Club.
7. Handles, deposits, and records all cash sales for Art Gallery pieces.

8. Compiles reports, conducts inspections, and handles other administrative tasks as required for the Art Gallery.

9. Teaches and provides all instructor responsibilities for two studio art classes, including development and preparation of curriculum, tutoring, and grading.

10. Attends departmental meetings, serves on various College committees and assumes all other responsibilities required of instructional faculty.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelors’ Degree from four-year college or university and five years’ experience in art gallery responsibilities. Master’s degree in relevant discipline from an accredited college or university for the faculty portion of position.

- **Supervisory Experience:**
  No supervision responsibilities.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional/scientific journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Intermediate knowledge of word processing, spreadsheet, database, internet and e-mail software. Additional knowledge of discipline specific software. Must be proficient in current College e-mail, database and other College required software. Must remain current with technology changes.

- **Certificates and Licenses:**
No special certification required.

**Responsibility for People and Property:**
Responsible for routine maintenance of Art Gallery equipment.

**Responsibility for Communication:**
- **Internal Contacts:**
  Routine contact with students, faculty, and instructional administrative staff; frequent contact with other State College of Florida, Manatee-Sarasota administrative and support departments.

- **External Contacts:**
  Frequent contact with vendors, media, and general public; occasional contact with prospective students, community and art organizations.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Occasionally be exposed to fumes and airborne particles and chemicals or toxic waste.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must routinely lift and/or move up to 25 pounds, and occasionally lift up to 50 pounds or more.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.
3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<th>Title</th>
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<td>Preparing Manager</td>
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