



POSITION ANNOUNCEMENT

Title: Gallery Director

Location Remotely and in-person at Gallery 224; occasional weekends and evenings

Time: Part-time (60 hours per month)

Reports to: Port Washington Saukville Arts Council Board of Directors (PWSAC-BOD)

Position Summary

Gallery 224 is an art organization located in Port Washington, WI and is seeking a part-time Gallery Director to join in this exciting opportunity in building a strong relationship with the community and providing support for artists. The Gallery Director is responsible for managing and overseeing all aspects of the gallery including, proper recordkeeping of art, track supply inventory, implement and manage gallery software/sales, manage events, fundraising and supervise staff (ARTservancy Manager, Studio 224 Manager, Volunteer Coordinator, and Bookkeeper).

Responsibilities include, but not limited to:

- **Administrative Duties:** Oversee day-to-day gallery operations, including budget management, staff supervision, and facility maintenance of Gallery 224, Studio 224, & ARTservancy.
- **Collection Management:** Manage the gallery's art collection and maintain various merchandise within an annual schedule of exhibitions and retail space in partnership with ARTservancy Residents.
- **Exhibition Installations:** Coordinate the installation and deinstallation of exhibitions, ensuring a seamless and aesthetically pleasing presentation – create labels, interpretive materials for artwork, partner with gallery staff & volunteers to hang and display artwork.

- Sales and Fundraising: Promote and sell artwork, seeking opportunities for fundraising, grant applications, and sponsorships to support the gallery's financial sustainability.
- Public Relations and Marketing: Develop and implement strategies to promote the gallery, exhibitions, and events through various channels, including traditional media, social media, and online platforms such as Gallery 224 website through WIX.
- Artist Relations: Cultivate relationships with artists, art collectors and continue to grow relationships and make connections with the community.
- Financials: Meet with the bookkeeper to review monthly financials. Maintain proper checks and balances and oversee ecommerce.
- Processes/Procedures: Create and update gallery processes and procedures, including safety and compliance for Gallery 224 and Studio 224.
- Volunteers: Work with Volunteer Coordinator to ensure gallery hours are staffed according to the established schedule.
- Donor Software: Manage Bloomerang donor software, including donor meeting notes added to the database on an ongoing basis.
- Maintain a safe and welcoming environment – ensure the space is clean, orderly, and report and track any needed maintenance repairs.
- Lead an Advisory Committee (Past ARTservancy Residents & Local Artists)
- Other duties as assigned by the Board President of Port Washington Saukville Arts Council.

Required Qualifications and Experience:

- Bachelor's degree required (Art & Design, art education or related field is required).
- Minimum of 3 years in gallery or related experience required.
- Additional experience in marketing, ecommerce, or gallery administration is preferred.
- Ability and capacity to work some evenings and weekends as needed to accomplish goals.
- Knowledge of WIX, Social Media Platforms, Gmail, Google Drive
- Excellent written and verbal communication skills, demonstrated interpersonal skills, organizational planning, problem solving and computer skills.
- Ability and expectation to work on-site.
- Must have ability to travel and must hold a valid driver license and maintain insurability to drive on behalf of Gallery 224.

Application Process and Deadline:

Qualified applicants should submit the following information in **one (1) pdf** document via email to: **artservancy@gallery224.org**

- A letter of interest/cover letter
- A resume
- Three (3) professional reference names and contact information.

Initial review of applicants will occur after **August 30, 2023** and will continue until the position has been filled.

About Gallery 224 & Port Washington Saukville Arts Council

Gallery 224 | ARTservancy | Studio 224 is a non-for-profit art organization that was founded by the late Jane C. Suddendorf. Jane started this gallery in Port Washington as a simple place for students to create art and display art. The original space was donated to help the cause. Eventually moving to its current location on 303 N Franklin Street. Jane was always behind the scenes, never one to be in the limelight. Her last show, just a simple gathering, held a few months after she passed was titled "To be Continued. . ." which showcased posters for the many art shows she sponsored since the conception of the gallery. Her love of art, land conservancy, and the wonderful community of artists she built continues today.

PWSAC Port Washington Saukville Arts Council is the administrative umbrella of our organization. We support Artist Residency Programs and exhibitions while providing public exposure for artists and the opportunity to sell their work. We believe the presence of art strengthens and enhances the community both culturally and economically.

Gallery 224 has a 10-year history in the Port Washington community, hosting more than 50 art exhibitions and featuring the work of more than 600 artists. We are currently promoting ARTservancy, a year-long artist residency program to promote the visionary work of both artists and conservationists. ARTservancy artists exhibitions are on a rotation through the year after spending a year visiting a conservation site location. Inside Gallery 224, works from past ARTservancy residents, artist residents from Studio 224 and the complete print archive of past Port Washington Artist, Shirley Schanen Gruen. are also, on rotation and for sale year round.