



## **Job Description**

### **Position: Exhibition Coordinator**

#### **VBAC Mission:**

The Virginia Beach Art Center offers an educational and supportive environment to inspire people of all ages and skill levels to experience, engage with and create art.

#### **Purpose and Programs:**

Virginia Beach Art Center brings visual art, local artists and the community together to experience the richness that artistic expression brings to the human condition. Our main program areas are Exhibitions, Art and Pottery Classes, Educational Programming and Community Outreach. We also house an independent artists' cooperative, The Artists Gallery.

#### **Description and Duties:**

The Virginia Beach Art Center Executive Director seeking an Exhibition Coordinator that is energetic, creative, and detail-oriented to administer all aspects of our monthly exhibitions. This position is responsible for the planning, processing, production, and completion thematic exhibitions: one per month for ten months, one fine art fundraiser and one holiday boutique annually. The Exhibition Coordinator must be a servant leader, have a passion for community arts, and have the drive to achieve meaningful results.

The Exhibition Coordinator will facilitate the Exhibition Committee to create the annual plan for themes of exhibitions and select jurors for each show. Further the Exhibition Coordinator will work with volunteers monthly to ensure a robust, creative, and well administered show. The Exhibition Coordinator should have a genuine passion about arts and the Virginia Beach community.

The Exhibition Coordinator reports to the Executive Director. He or she is expected to represent the Virginia Beach Art Center in the community, participate in events which increase awareness of VB AC as needed, help expand community outreach, and performs duties which foster the development of the arts in Virginia Beach and the Tidewater region.

#### **Regular Tasks Will Include:**

Facilitate the Exhibition Committee to create an annual exhibition calendar and select jurors:

- Selection and schedule of themes (brainstorming meetings, buy-in from cooperative)
- Selection of jurors by committee—make sure jurors are being lined up

### **Distribution of Calendar**

- Work out all dates
- Posting of calendar to website, i-contact, paper copies in building, newsletters, etc.

### **Submission Process:**

- Create and post prospectuses
- Email multiple reminders to all constituents on a monthly basis
- Pre-jury/acceptance of art and then provide notifications to artists
- Emails to artists—reminder of dates, notification, reminders
- Work with jurors and artists

### **Production:**

- Coordinate and manage hanging volunteers and their schedule
- Create labels for all entries
- Coordinate with juror for both judging and awards presentation
- Order and prepare ribbons
- Coordinate art drop off and pick up, including volunteers and the generate the drop off and pick up sheets
- Provide input for exhibition poster
- Coordinate and manage opening volunteers- set up and assignments
- Procure and set up food/drink for opening
- Work with juror to select art and then select awards
- Make sure ribbons are ordered for future exhibitions

### **Post-exhibition follow-up:**

- Coordinate with artists to participate in the month end Artists Talk
- Prepare monthly summary, reports and archive info
- Ensure artists receive prize money
- Ensure artists receive a sales check should a piece sell
- Ensure all art is picked up and signed out

### **General:**

- Complete social media posts about exhibitions 2-3 times a week
- Prepare exhibition updates for class lists monthly for submission to ED
- Prepare exhibition winners and announcements for newsletter monthly for submission to ED
- Complete survey entry for all exhibition activities monthly
- Other duties as assigned

### **Required Skills:**

- A strong understanding of various applications in the Microsoft suite -Word/Excel/Outlook. A working understanding of technology and finance, including familiarity with PC environment.
- Knowledge of or ability to learn the following applications: I-Contact and Weebly.
- Fundamental business understanding and knowledge
- Strong organizational and collaboration abilities including planning, delegating and task facilitation
- Strong writing and speaking skills, including serving as an articulate spokesperson

- Ability to meet occasional physical demands of working and transporting materials, such as folding tables and outdoor canopy tents
- Ability to work well under pressure, deal with challenges with self-control and balance, while managing multiple projects and deadlines in a diplomatic and professional manner
- Ability to actively participate in events, including weekdays and a few evenings and weekends monthly.
- A warm, engaging and accessible style is required
- Ability to work in and out of the Art Center, as there is not a permanent desk or private office in our “open spaces” floor plan

Please note, Virginia Beach Art Center occupies a space in the ViBe Creative District of Virginia Beach. We have an open spaces concept with no private office or dedicated private conference room. The “office space” is shared. We understand that this is unusual, however it is the reality. If you absolutely require a private office please do not apply for this position.

This is a part-time position (approximately 15-20 hours per week). Please send cover letter and resume -to Margaret Foltz, Executive Director at [execdirvbac@gmail.com](mailto:execdirvbac@gmail.com) with the subject line Exhibition Coordinator.