

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2023**

**GALLERY COORDINATOR**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 11 – C**

**JOB FAMILY: THEATRE ARTS & STAGE PRODUCTION  
JOB FUNCTION: INSTITUTIONAL ADVANCEMENT**

**GENERAL STATEMENT OF JOB**

The Gallery Coordinator provides oversight, programming, logistics, and curatorial duties for five galleries and the art collection of FSCJ. This position curates exhibitions through the selection and placement of art to create visually dynamic and culturally relevant presentations.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES** *(Depending upon assignment)*

Curates exhibitions through the selection and placement of art to create visually dynamic and culturally relevant presentations.

Installs exhibits by managing site-specific installations, hanging art, placing art on pedestals, adjusting lights, and installing special equipment, signage and hardware.

Maintains the College's art collection by managing the placement and rotation of art, documenting new acquisitions, and framing and maintaining the collection in order to provide artwork for the public spaces within the College.

Manages the gallery budget by planning and analyzing expenses, inputting purchase orders and requisitions, and documenting expenditures.

Creates a yearly schedule of exhibits and events by identifying potential exhibitors through research, review of proposals and discussion with selection committees and interest groups in order to tailor programming to academic and co-curricular activities.

Develops relationships with K-12 art programs, local art organizations, and colleges by partnering on exhibits and events to provide content and recruitment opportunities for current and future students.

Coordinates the loan of art for exhibits by managing all aspects of shipping, inspection, storage, insurance documentation, packing, and return of art order to ensure the safety of the objects to protect the College's financial interests.

Designs and develops written and visual programming content by creating programs, catalogs, infographics and instructional materials to compliment exhibits.

Designs and distributes print, digital, and social media marketing materials by creating postcards, posters, emails, calendar listings, and Facebook posts to advertise exhibits and events.

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Creates and maintains relationships with donors through routine contact and coordination with the Foundation to create funding for special programs and enhance the College's art collection.

Provides esthetically pleasing artistic displays for enhancement of the student college life experience.

Performs other related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from a dean or other responsible administrator.

### **SUPERVISION EXERCISED**

May exercise supervision over assigned project staff or paid or volunteer part-time staff.

### **MINIMUM QUALIFICATIONS**

High school diploma or high school equivalency supplemented by two (2) years of related experience.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree from a regionally accredited institution in Fine Art or a related field. Two (2) years of experience coordinating, installing, and curating gallery artistic displays.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

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**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Effective:** 11/00

**Revised:** 9/22/23