



Example of Gallery Director Job Description

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Our growing company is hiring for a gallery director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for gallery director

- Recommend departmental and project process improvements to increase effectiveness, efficiency and productivity
- Provide direction and training for the development of Project Managers and Assistant Project Managers assigned to the team or project
- Contribute to company's culture, mission and values through thought leadership and actions
- Assisting the Gallery Director in planning, organizing and managing all aspects of exhibitions and special events including receptions, concerts, visiting artists, workshops and lectures held at or sponsored by the gallery, including logistics but not limited to facilities, food service, lodging, marketing, transportation and evaluations
- Enjoying and being responsive to the changing and variable nature of gallery work
- Maintaining, enhancing and updating a mailing list of approximately 1800 individuals and peer organizations
- Providing support for fundraising activities, assisting with the coordination of fundraising campaigns and events, grant writing, and gallery development activities
- Planning, implementing and coordinating communication strategies between print and digital media to varying audiences across all program areas of the gallery
- Overseeing the work-study student employees including training, scheduling and assigning job responsibilities
- Coordinating with CAA staff on college initiatives including serving on

Qualifications for gallery director

- Proficiency in Microsoft Office suite of products. Ideally agile in database and CRM systems management
- PhD in Art History preferred
- Phi Beta Kappa membership preferred
- Active participation in relevant professional organizations preferred
- Demonstrated passion and experience, professionally or personally, as a champion for contemporary arts and artists and advancing the exchange of important ideas
- Ability to transform vision into action and lead an organization through change and growth while communicating with inspiration and mobilizing the Board, staff, volunteers, and community stakeholders