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Lobby Shop, Individual Artists and Gallery Manager

This full-time position works under the direction of the Executive Director to coordinate programs supporting local artists, including:

JAHC Gallery:

* Manage calls for exhibitors.
* Plan and facilitate orientation in August for new season artists of the Gallery.
* Coordinate the artist openings and First Friday’s public and private receptions: volunteers, catering, floral arrangements, press releases, creating a first Friday flier of the entire community’s events, and other related tasks.
* Trackart sales and payments to the artists and provide sales reports for the artists and bookkeeper; ensure purchases have been paid for and picked up at end of month.
* Guide artists through exhibition process, including: providing a calendar of important dates, templates for press materials, assistance hanging show, writing an artist statement, etc.

Lobby Shop:

* Seek out local and regional artists to place art work in the Lobby for sale, benefiting the artists and the facility.
* Oversee the Lobby Shop, displays, and inventory.
* Assume care of the Lobby Shop, along with the Front Desk Associate. Design and refresh the displays as needed, to make the store match the impeccable quality of the works displayed for sale. Implement creative marketing strategies to draw people to the Lobby Shop.
* Develop the online sales of artists’ work.

Grants management:

* Scholarships, individual artist grants, catalyst grants, and major grants, including: coordinating auditions and interviews, tracking agreements and checks, updating the website and forms, and being the point-person for any questions regarding awardee payments and reports.
* Coordinate other resources for individual artists; i.e. monthly Roundtable (and all other things that result from Roundtable discussions), workshops, update calls for art, etc.; maintain communication on a regular basis between the JAHC and other arts organizations and interested members in the community.

The person will work partly at the JACC and partly at home. Some weekends and evenings will be required occasionally.

Pay will depend on experience.