**Intern Description**

<table>
<thead>
<tr>
<th>Title</th>
<th>Artist Development Coordinator</th>
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<tbody>
<tr>
<td>Department</td>
<td>Gallery Exhibits</td>
</tr>
<tr>
<td>Reports to</td>
<td>Executive Director</td>
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<tr>
<td>FLSA Status</td>
<td>Non-exempt</td>
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<tr>
<td>Timeframe</td>
<td>Fall Semester (mid-January through mid-May) &amp; Spring Semester (mid-September through mid-December)</td>
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**SUMMARY**
The Artist Development Coordinator provides overall management and direction of the Columbus Arts Council gallery exhibits. As such, the Artist Development Coordinator develops and oversees an ongoing schedule of gallery exhibits and related activities. The Coordinator plans and implements all phases of operations and exhibitions including: budgeting and assistance with grant development/fundraising, registrations and installation of art work. This position also secures insurance and authorization, handles publicity and promotions, and provides leadership for the development of an integrated, multi-disciplinary and diverse arts exhibition program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**CURATING OF EXHIBITS**
- Coordinate all communications with artists, galleries, and other community arts organizations.
- Plan, prepare and coordinate:
  - Year round gallery programming. Provide guidance on visual elements or concepts.
  - Works closely with Gallery Committee.
  - Individual exhibits and gallery activities (receptions, tours, workshops/lectures/panels).
  - Requests for proposals, and call to artists and prospectus.
  - Annual art auction, art sale (or bazaar)
  - Gallery contracts and agreements
- Provide support to guest curators and participating artists.
- With the assistance of Gallery Committee:
  - Ensure that a Gallery Committee exists and provides feedback to gallery projects.
  - Make sure that guidelines for the committee are clear to all participants.
  - Meeting will be convened throughout the year.
- Develop guidelines and selection criteria for exhibits.
- Review of proposals, portfolios, and other (electronic) materials submitted.
- Select artist, and guest artist and curators in conversation and seeking approval from the Executive Director.
- Develop and schedule programmatic and promotional materials for all gallery events: programs, statements, price lists, labels, press releases, articles, invitations posters, postcards, articles, media coverage and interviews.
- Interacts with the public via social media.
- Collection and preparation of art pieces for exhibition (matting, framing, storage, & space designation for installations).
- Outsource necessary tasks that support the various exhibit projects.
- Arrange for installation and take down for exhibits.
- Follow appropriate curatorial and safety guidelines.
ARTIST WEBSITE
- Plan site design by clarifying goals; designing functionality.
- Develops site navigation by categorizing content; funneling traffic through content.
- Develops site content and graphics by coordinating with copy writers and graphic artists; designing images, icons, banners, audio enhancements, etc.
- Upgrades site by updating content and graphics; monitoring performance and results; identifying and evaluating improvement options; introducing new technology; maintaining links.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

ARTIST ENTREPRENEURSHIP PROGRAM
- Assist the Volunteer Recruitment VISTA in creating an Artist Entrepreneurship Program for local low-income artists to increase the marketability of their art.
- Assist in recruiting potential volunteer instructors for the classes.
- Assist with research and develop curriculum for areas of interest identified by the marketing plan.
- Market opportunity to local artist.

QUALIFICATIONS
EDUCATION AND EXPERIENCE PREFERRED
- Excellent interpersonal and communication skills
- Excellent public affairs judgement and ability to react quickly to deadline-oriented environment
- Able to contribute creatively in a team-oriented, collaborative environment
- Must be extremely organized and able to work flexible hours, including weekends and evenings
- Proactive and willing to implore creative strategies
- Experience with Word, Excel, and PowerPoint
- Experience with social media platforms (Facebook, Twitter, Instagram, YouTube, etc.)

OTHER DESIRED QUALIFICATION
- Knowledge of museum or humanities organization.
- Knowledge of artistic and cultural instructional programs.
- Enthusiasm for our mission.
- Flexibility with changing situations.

PHYSICAL REQUIREMENTS
While performing the duties of this job, the employee is frequently required to lift and/or move up to 50 pounds.

Interns will work 20 hours per week; exact hours are flexible. Interns may be asked to assist some programs and events during the evenings and Saturdays.