

**DURHAM ARTS COUNCIL, INC.**  
**Durham, North Carolina**

**Position Title:** Artist Services Coordinator **Date of Position Description:** August, 2008.

**Division or Department:** Artist Services

**Position Classification:** Full-time, Exempt. Paid semi-monthly. Full-time exempt status benefits.

**Position Reports to:** Director of Artist Services

**Summary of Position:**

This position provides support for all services and programs of the Office of Artist Services, including visual artist exhibit and sales programs, the Durham Art Walk, grants programs, and technical assistance. The Artist Services Coordinator will be an individual experienced in project and information management, with strong skills in oral, written and visual communication. The Artist Services Coordinator supervises interns, volunteers and related vendors.

**Essential Position Responsibilities:**

**Visual Art Programming**

1. Prepare and distribute Call for Artists in cooperation with Durham Art Guild
2. Coordinate printer and mail house for annual Call for Slides.
3. Accept application materials and prepare for panel review.
4. Recruit and schedule review panel.
5. Facilitate panel review session and DAC staff review session.
6. Create exhibit schedule, coordinating opening receptions with Durham Art Guild.
7. Respond to all applicants, generate contracts for exhibits.
8. Prepare exhibit materials, including text panels, labels, information sheets and gallery books.
9. Market exhibit and exhibit sales through post card announcements, news releases, opening reception, media coverage and other strategies as appropriate.
10. Coordinate and staff opening receptions with Exhibit Committee and other volunteers as appropriate.
11. Serve as first point person for exhibit sales.
12. Supervise exhibit installation and take down.
13. Oversee maintenance of gallery light fixtures and wall surfaces. Maintain and replace exhibit installation tools and supplies as needed.
14. Facilitate DAC's role in the annual Congressional High School Art Competition, Communicating with the Congressman's office, high school art teachers, regional arts councils. Recruit judges, accept and exhibit work, facilitate judging at local and regional level.
15. Work with the DAC Education program to produce annual exhibit of student and faculty work.
16. Assist with the visual artists' component of CenterFest, including assisting with jurying, judging, booth signs, and on-site services during the event
17. Oversee the update and sales of DAC Exhibit Space Directory.
18. Administer and monitor the exhibit program annual budget, to ensure that revenue goals are met and expenses are planned and utilized appropriately, following all DAC financial procedures and policies.

**Durham Art Walk Production**

1. Recruit artists and sites by creating registration form and working with webmaster and vendors to offer online registration.

2. Place artists in appropriate sites and coordinate artists with site owners.
3. Recruit sponsors and coordinate sponsor fulfillment.
4. Answer questions from participants and public.
5. Prepare copy and oversee design and production of Art Walk marketing materials, including the comprehensive program map.
6. Prepare updates for the website and work with webmaster to implement them.
7. Coordinate creation and distribution of publicity materials.
8. Coordinate with artist orientation meeting.
9. Prepare Patron mail to promote Durham Art Walk.
10. Recruit volunteers to assist with the weekend.
11. Prepare and distribute signage on the site.
12. Coordinate Raffle – including securing items, ticket sales, creating display, and all follow up to complete the program.
13. Track media coverage.
14. Work the event.
15. Create and compile findings for Survey Monkey survey of guests, sponsors and participants.
16. Write event summary and evaluation report and customize reports and correspondence as needed for participants, sponsors and management.

#### **DAC Grant and Database Information Management**

1. Maintain and update DAC Artist Services and PatronMail databases.
2. Create summary forms and tables for applicants to Season, Emerging Artist, Facility and Fletcher Performing Arts Fund Grant Programs, CenterFest, Durham Art Walk, and Call for Artists.
3. Track status of all applications and communication with applicants.
4. Review all application and report materials for completion and eligibility.
5. Track data for grant applications and reports.

#### **Grants Program Meetings and Events**

1. Assist in preparing for and running grant and exhibit panel meetings.
2. Assist in producing the annual Emerging Artists Awards Ceremony.
3. Assist with other DAC events as assigned.

#### **Marketing and Sales**

1. Develop and implement marketing/promotion plan for DAC exhibits, including gallery signage, special direct mailings, promotional flyers, email and website promotions, advertisements, etc.
2. Initiate exhibit and Durham Art Walk news releases and calendar listings. Create and follow up on public relations opportunities to promote exhibits, Durham Art Walk, grant programs, and other DAC events as assigned.
3. Coordinate production and distribution of Durham Art Walk marketing materials.
4. Assist clients with purchases from exhibits, or purchases of DAC publications or products.
5. Track and process art work and publication sales, including payments to artists and sales tax deposits.
6. Meet budget revenue goals for Exhibits and Art Walk programs.

#### **Communication Design**

1. Design (or revise) and execute as appropriate application forms and report forms for DAC grant programs
2. Design (or revise) and execute Call for Artists, application for CenterFest visual artists, registration form for Durham Art Walk and other application forms as appropriate.
3. Design and execute exhibit text panels, exhibit postcard announcement and blast emails.

4. Design invitations, programs and power point for Emerging Artists Awards Ceremony.
5. Design and create displays, signage, blast email and other materials as necessary.

#### **Research and Communication**

1. Research, write, design and distribute Artist Services Update.
2. Prepare exhibit and grant copy for DAC School class catalog.
3. Prepare and send updates on Artist Services programs to DAC web master for updating DAC website and to Durham Art Walk web master for updating Durham Art Walk website.
4. Prepare news releases for Artist Services events and programs.
5. Serve as first contact for answering questions and inquiries from artists and the general public.
6. Research and communicate with vendors for printing, mailing and other services as necessary.

#### **Supervision, Administration and Other Duties:**

1. Supervise, train and evaluate performance of interns and volunteers.
2. Assist development and planning of annual Artist Services Budget and Annual Goals/Workplan working with Director of Artist Services, including revenue and expense goals, and staff time allocations that meet DAC mission and financial goals.
3. Assist in evaluating the programs and services of the Office of Artist Services.
4. Provide regular reports of activities and accomplishments, as well as special reports as requested.
5. Other duties as requested by Director of Artist Services or Executive Director.

#### **Institutional Leadership, Interaction, and Planning:**

1. Attend Board of Trustee meetings as appropriate and assigned by Director of Artist Services.
2. Participate in staff meetings, and provide input for various institutional decisions, and short and long-range strategic planning. Assist Director of Artist Services and Executive Director in analysis of new business opportunities involving programs and services.
3. Keep privileged information confidential and represent the Durham Arts Council, Inc. in professional circles and before the public in a manner which shall at all times enhance the prestige and credibility of the institution.

#### **Professional Development:**

1. Attend professional meetings and networking opportunities as appropriate to build contacts with other arts professionals, business/client community, and other professional colleagues.
2. Seek knowledge of best practices related to job responsibilities on an ongoing basis.

#### **Education and Certifications:**

Bachelor's degree required. Education or experience in arts administration, visual arts or related field preferred.

#### **Experience:**

Proven 3-5 year track record in effective and accurate project management, communication and design. Experience in nonprofit or commercial gallery management a plus.

#### **Special Skills and Requirements:**

- Excellent verbal, written, and interpersonal communication skills.
- Strong organization and planning skills to develop and accurately manage complex projects and meet deadlines.

- Strong computer software skills required, including Microsoft Word, Excel, Outlook, Illustrator, Photoshop and has or develops proficiency in Artist Services Data Base (Access 97), PatronMail email, Survey Monkey, telephone systems, general office software and systems utilized by DAC.
- Design skills, ability to design exhibit announcement postcards, text panels, invitations, programs, PowerPoint and PatronMail email pieces on behalf of Artist Services and the organization.
- Experience in nonprofit or commercial visual arts gallery.
- Experience in procurement and management of external vendors and suppliers.
- Supervisory skills and ability to motivate and train others – interns, vendors, volunteers.
- Ability to effectively and professionally represent Durham Arts Council internally and externally in person and in writing, and to employ diplomacy and sound judgment in establishing and building relationships with current and prospective clients, partners, volunteers, other DAC staff, and the community.
- Ability to work as an effective team member with other DAC staff, demonstrating sound business judgment in decision making.

**Typical Physical Demands:** sitting, walking, standing, climbing stairs, moving pedestals, polishing vitrines, writing, hearing (telephone/meetings), distinct speaking (telephone, meetings, presentations to public) visually preparing and reviewing the work of the division. Requires ability to move and climb ladders, transport displays, marketing and education materials to meetings and presentations. Manual dexterity to operate a computer keyboard. Ability to type and enter computer data and perform various writing and reporting functions.

**Typical Equipment, Machinery, Vehicles, Tools and Technology used in the performance of position duties:** Computer, telephone, Microsoft Office software, Artist Services data base in Access 97, Adobe software, digital scanner, CD burner, light fixtures for galleries, copier, fax machine, postage meter, calculator, audio/visual equipment, and various types of presentation and display equipment.

**Work Schedule and Environment:** Professional office environment on-site. Travel to off-site locations for various meetings and events necessary. Normal work week for this position is Monday through Friday 9:00 a.m. – 5:00 p.m. Work schedule will also include some early morning, evening and weekend functions including, but not limited to, exhibit receptions, special events, committee meetings, client meetings/events, and DAC Board meetings.

**DAC is an Equal Opportunity Employer.**

**EMPLOYEE ACKNOWLEDGEMENT:**

*The provisions of this job description are based upon and are to be compatible with existing legislation, by-laws, goals and objectives, and personnel policies governing Durham Arts Council, Inc. This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate changing institutional needs and individuals with a disability.*

---

Employee’s Signature

Date

---

Supervisor’s Signature

Date

