



Company

The Bray believes that excellence in ceramics is achieved through promoting and practicing inclusion, equity, and diversity. A full representation of thought, education, geography, culture, identity and life experiences, all lead to the ability to create thought provoking and important work. When unique perspectives and experiences are shared and embraced, everyone gains.

To create an environment that allows full opportunity for employees, resident artists, and all participants to enjoy and benefit from its programs, The Bray is committed to equity, inclusivity, and belonging in all aspects of its operation. The Bray's core values are strengthened by a wide representation of talented, experienced, committed artists; engaged, knowledgeable staff and board of directors; and the active participation of all members of The Bray community in its programs.

The Bray is committed to opening access, opportunity, and advancement to people from groups that have been under-represented in terms of employment, recognition, funding, and institutional support. This requires The Bray to consider and remove systemic barriers that make participation in its programs difficult for any group or individual. We are also evaluating and implementing ways to expand the processes, activities, and decision/policy making in ways that ensure equal access to opportunities and resources. The Bray has begun to put into action a series of steps that will implement our commitment to diversity, equity, and inclusion, which are found in The Bray Strategic Plan. We will continue to engage in a dynamic strategic planning process that will regularly review and improve the action steps taken and will work to spread its programs to those communities that have historically lacked access and participation in the arts.

Summary of Responsibilities: Development and Events Coordinator (DEC)

This is a new position designed to help the Bray expand its reach and mission impact. The DEC will play a key role in the cultivation and stewardship of Bray patrons and supporters and will serve as a leading representative for The Bray in the greater community. The position's primary responsibility will be to support the Events and Exhibitions Manager with logistical, organizational, and communications activities related to auctions and experiential development events, which may include small tours and gatherings, mailings, and delivery of membership benefits. Some time each day may also be spent interacting with the public or processing sales in The Bray Gallery and Visitor Center and The Bray Gallery: Downtown; a new extension of The Bray opening in early 2024. This is a multifaceted position that embraces technical, administrative, and customer service oriented duties.

Duties

Auction and Event Support

- Serves as the project coordinator for development related events and auctions
- Assists with project schedules, checklists, material pick up, etc.
- Assists with managing intake and shipping of auction artwork
- Assists with auction communication related to:
 - Artists and businesses contributing donations and in-kind gifts
 - Vendor and caterer quotes and scheduling
 - Corresponding with artists, dealers, and collectors regarding contracts, agreements, condition reports, insurance filings, etc.
 - Communicating with artists regarding deadlines
- Coordinates delivery of auction artwork to The Bray
- Assists with special events and receptions.
- Auction item database entry, maintenance, and reporting
- Fundraising event info database entry, maintenance, and reporting

Development Support

- Assist with mailings and email campaigns
- Assist with delivery of Friends of the Bray cups
- Receives, records, and organizes donated assets such as artworks and in-kind gifts

Customer Service / Sales

- Contributes to a welcoming and generous space for all visitors, staff, and community
- Provides occasional sales support in the Bray Gallery and Visitor Center on the main Bray campus
- Provides occasional sales support in the Bray Gallery: Downtown

Other Duties

- Participates in weekly staff meetings
- Assists with staffing Bray public events (occasional weekends or evenings with advance notice)
- As assigned

Position Requirements

- BFA or BA degree
- 1 year of point-of-sales (POS) experience
- 2+ years of event planning or development experience
- Strong work ethic, punctuality and reliable attendance
- Strong communication and organizational skills
- Demonstrate excellent written and oral communication skills
- High degree of organizational and time management skills
- High degree of attention to detail
- Ability to work independently and collaboratively, manage multiple projects, and meet deadlines

- Strong interpersonal and customer service skills; tactful and polite when dealing with the public
- Ability to build and cultivate relationships
- Excellent judgement, poise, and professionalism
- Ability to work in a fast-paced environment
- Must be able to lift and move up to 50 lbs.; experience safely moving heavy and fragile objects is required
- Skill with hand- and small power tools, climbing stairs and ladders
- Valid driver's license
- Proficiency with using the internet and navigating online software services in use by The Bray
- Proficiency with Microsoft Office products (Word, Excel, etc.)
- Ability to operate (or learn) office machinery – copier, scanner, VoIP phones, etc.

Preferred Experience

- Database management
- Prior experience with fundraising events and auctions
- Genuine interest in and knowledge of ceramic materials, their uses, and descriptions
- Genuine interest in Bray history, artists, and affiliates.

Hours

- This is a permanent, full-time, hourly, non-exempt position
- 40 hours/week; occasional weekend days and evenings

Compensation and Benefits

- \$20/hour
- Insurance and retirement benefits according to Employee Manual
- Paid Time Off according to Employee Manual
- Other benefits as described by Bray policies

Note to candidates: Studies have shown that women, nonbinary individuals, and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. The Bray is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. We strongly encourage you to apply if you believe you can do or learn these skills.

To Apply

Please submit a Cover Letter, Resume, and References via email to Jason Burnett at jasonburnett@archiebray.org Applications will be reviewed beginning January 22, 2024. No phone calls, please. Position open until filled.