



Position Announcement- Gallery & Exhibitions Coordinator

Company

The Bray believes that quality 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 artists' ability to create thought provoking and important work. When we share and embrace our unique perspectives and experiences, we enhance the quality of each other's work.

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. The Bray encourages all qualified individuals to apply. The Bray does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, or any other factor. Hiring decisions are based on merit and qualifications related to the position.

Summary of Responsibilities- Bray Gallery & Exhibitions Coordinator

Bray Gallery Coordinators (BGC) support gallery operations and often serve as the first line of contact with Bray guests and visitors, and as a primary role in all aspects of sales, customer service and cultivation. BGCs may assist in contacting staff when visitors have arrived for appointments

Additionally, they are responsible for opening and closing procedures, ensuring the safety of the art on display, facilitating sales of artwork and Bray merchandise, keeping the gallery clean in accordance with established policies and procedures, and for making recommendations for any needed repairs and improvements in the gallery as evidenced by weekly contact and use. The position is responsible for representing the organization, its programs, and many of its artists to local, regional, and national audiences. This particular Bray Gallery Coordinator role has specialization in exhibitions through inventory documentation, assists Events and Exhibitions Manager with gallery installs and presentation, exhibitions experiences and receptions as well as artwork handling and shipping.

BGCs must be able to work independently and collaboratively with colleagues and organizational partners. Must also be able to interact easily with people, enjoy the challenge of educating people about ceramics, thrive in a fast-paced retail sales environment, and easily relate to all walks of life.

Compensation and Benefits

- \$16.50 per hour, 32 hours/week, on-site position
- Paid health, vision, and dental insurance premiums
- Accrued Paid Time Off according to Employee Manual
- Paid Holiday leave during Christmas/New Year's
- Other benefits as described by Foundation policies

Roles & Responsibilities

General

- Keep accurate count of visitors, notes, and ensure they have a positive gallery visit

- Communicates with guests and phone calls for gallery and customer service, and can transfer calls and voicemails with additional support.
- Can run sales in all Bray Galleries and assist customers with online sales utilizing inventory software, computer, and credit card systems to facilitate sales.
- Will assist in label creation to Bray standard practices.
- Maintain gallery appearance; ensure products are well organized and presented in an attractive manner.
- Keep the Bray Gallery floor stocked with merch, and pull from the backroom as needed.
- May support in gallery display by moving pedestals and being on ladders for lights.
- Clean, sweep, floor polish, dust and take out garbage for all galleries when required.
- Prepares gallery spaces for opening and closing on campus. Downtown if needed.
- Knowledgeable on local restaurants, arts organizations, and local studio artists.
- Other duties as assigned

Customer Service

- Contributes to a welcoming and generous space for visitors, students, instructors, staff, and the community.
- Has a primary role in all aspects of customer service and cultivation including working directly with and nurturing relationships with customers and collectors.
- Facilitates sales, shipping, and related support as advised
- Check phone, voicemails, and emails for inquiries of artwork and works sold.
- Supports management as needed regarding Lightspeed and other gallery used programs and software (i.e. inventory data, customer profiles, etc.)
- Captures daily count of guests and visitors

Sales

- Follows opening and closing procedures, cash drawer policies, EOD sales reports. This includes drawer lock up, daily till, and deposits as directed.
- Can run sales in all Bray Galleries and online
- Sales transactions; works with customers making purchases, placing orders, inquiries about Bray affiliated artists, as well as registration for Education and Engagement.
- Track sold work through receipts and POS system, while also being able to resolve any errors
- Updates sold works of online sales by marking “sold” and replacing images and info.
- Responsible for coordinating and moving out older inventory (3+ years).
- Communicates with staff on grace period for holding items. Returns items back to inventory.
- Creates price lists and practices for event sales. Lists must be available for customers and have a full proof system in place for staff and volunteers conducting sales.

Preparator / Installer

- Assists the Events and Exhibitions Manager with installing, art handling, managing artwork and maintenance of Bray Galleries.
- Supports in art handling, art condition reports for exhibitions, and assists with shipping needs.
- May support in gallery display by moving pedestals and being on ladders for lights.
- Clean, sweep, mop, dust and take out garbage for all galleries as needed / required.
- Prepares gallery for opening and closing, and maintains gallery’s appearance
- Other duties as assigned

Artist Communications

- Will assist Events & Exhibitions Manager regarding exhibition communications with artists and vendors
- Assists in building and maintaining Bray artist relationships
- Maintains Resident Artist Bio board for all long- and short term resident artists on campus
- Keeps stock and prints artist Bio cards for purchases

Event and Exhibit Support

- Provides assistance as needed with special events and receptions.
- Can provide assistance to management with labels and price lists, to Bray standard practices.

Inventory and Retail

- Assists in maintaining artwork inventory for galleries. Communicates with artists and facilitates incoming and decommissioning artworks while keeping accurate records as advised
- Captures artwork documentation (including, but not limited to) images, measurements, weight, materials and dates for items online and in person
- May assist with photography, photo editing, and from time to time work with a photographer
- Assists in the displays of consignment work meeting high standards in presentation.
- May support Gallery and Auction Coordinator on receiving and inventorying auction work
- Keep floor stocked, and pull from backroom as needed

Bray Merchandise

- Restocking Bray merchandise items on floor and reporting to management low inventory for restocking or reordering.
- Works with staff on preparing Bray merch inventory for events and off site sales

Auction, Exhibit and Event Support

- Assists in the preparation as well as during the event of both spring and winter sales events (currently Pots and Plants Sale and Holiday Show)
- Provides assistance as needed with special events and receptions

Packing and Shipping Support

- Assists in packing and shipping of artworks from galleries, exhibitions and auctions as instructed.

Lightspeed / Salesforce / Givergy

- Uses lightspeed to create member and customer profiles and to grab contact information. Data is used for reports, development use, and purchasing practices and trends for marketing.
- Fully using Lightspeed tools for inventory entry to document item and buying trends.
- Process sales in lightspeed utilizing customer profiles, department, "one time visitor" profiles to document transaction history and reports
- Captures information in the gallery that is important for development and administrative needs for reports and follow ups.
- Will provide support with Givergy operations for auction and special event activity.

To Apply

Email Résumé, Cover Letter, and three references to Jason Burnett at jasonburnett@archiebray.org. Questions may also be emailed to Jason. No phone calls, please. Position open until filled.