

JOB DESCRIPTION

Title: Special Exhibits & Events Manager

Reports to: Gallery Director

Location: Gallery

Summary:

The Special Exhibits and Events Manager will coordinate and help to implement Bullseye's biennial educational conference and its traveling educational exhibition while managing and upgrading documentation of the company's corporate collection, slide and print libraries and acting as primary liaison for visiting art groups and museum involvement. This manager will also facilitate the information flow between artist projects in R&E and their translation into exhibition materials.

Duties and Responsibilities:

- Provide administrative and project management on special exhibitions and events including expense tracking, contract negotiation/coordination, meeting and schedule planning.
- Work with Gallery Director and management team to develop content, set schedule, promote and implement BECon 2007 educational conference.
- Communicate with BECon artist/speakers to set program, arrange travel, finalize contracts.
- Work with conference management company to coordinate registration, hotel and catering negotiations, attendee contact.
- Work with gallery director and installation staff on the upgrading of existing traveling exhibition (CKG).
- Communicate and coordinate with host gallery or museum on traveling exhibit
- Coordinate with Bullseye educational staff on related workshops and seminars.
- As required, supervise independent contractors such as

arts writers, artists, hotels, caterers, transportation companies on all projects where needed,

- Work with in-house designer to help develop look and feel of exhibition graphics, collateral print materials, advertising and media coverage.

Target Projects:

- Ongoing upgrade to gallery/collection documentation
- LA County Museum supporters' tour 2006
- Contemporary Kiln-Glass at Houston Center for Contemporary Crafts 2006
- BECon 2007
- Art Alliance for Contemporary Glass tour 2007/2008?
- Klaus Moje at Portland Art Museum/GAS 2008

Knowledge, Skills and Abilities Required

- Ability to plan, organize and coordinate traveling art exhibitions
- Knowledge of art management principles, methods, procedures and standards
- Knowledge and understanding of art appreciation and art history
- Skill in communicating effectively, both orally and in writing.
- Ability to work independently as well as part of a diverse team
- Skill in organizing, prioritizing and scheduling work assignments
- Ability to manage and work with outside vendors and contractors.
- Detail-oriented and efficient, ability to multi-task

- Proficiency with office software programs such as Word, Excel, Filemaker.
- Skill in budget preparation and fiscal management
- Graduate level degree and minimum 3 years experience working within a gallery or museum environment.