

DURHAM ARTS COUNCIL
Durham, North Carolina

November 2022

Position Title: Artist Services Manager

Division or Department: Artist Services

Position Classification: Full Time, Salaried-exempt; 37.5 hours per week position. Paid semi-monthly.

Position Reports to: Director of Artist Services

Date of Position Description: Updated November 2022

Summary of Position:

This position provides support, management and visibility for the services and programs of the Durham Arts Council that are developed and managed by the Office of Artist Services. Durham Arts Council provides and supports opportunities for artists and arts organizations in all art disciplines to make art and develop the individual or organizational capacity to support that work. The Office of Artist Services seeks partners and builds networks of engagement to develop, implement and expand the impact of these services. Visibility of programs is developed with support of this position through personal engagement, social media, email newsletters, the DAC website and publications that further extend the ability of DAC to interact and serve the artists and arts organizations of our community. This position works with the Director of Artist Services and arts colleagues to help identify and lead development of programs and services that strengthen the arts sector, including but not limited to Exhibitions, Festivals, Grant programs, and artist and organization training programs. The Artist Services Manager will be an individual experienced in project and information management, with strong skills in oral, written and visual communication. The Artist Services Manager supervises interns, volunteers and related vendors.

Proficiency in Microsoft Word, Excel, Mail Merge, Email, Excel, PowerPoint, social media, graphic design, and database management required. Position utilizes online platforms such as Zapplication, CAFÉ, Artsopolis, Submittable and WUFU.

Essential Position Responsibilities:

Visual Art Programming

- Develop and implement an annual exhibit program for DAC's Allenton and Semans Galleries, and the Pre Function Corridor of the Durham Convention Center in coordination with DCC management.
- Develop and implement other visual art exhibits including pop-ups or longer term displays in other DAC building or outdoor areas.
- Prepare and publicize annual Call for Artists - encouraging special project applications and seeking out unique and diverse partnership opportunities to engage the Durham and regional community.
- Curate selected exhibitions as needed.
- Recruit and instruct review panel and facilitate DAC staff review as appropriate.

- Create exhibit schedule, coordinating Third Friday events with Durham Art Guild and Downtown Durham, Inc.
- Respond to all applicants, generate and manage contracts for exhibits.
- Coordinate exhibits with facility schedule and supervise installation and take down.
- Market the DAC exhibit program by updating the DAC website, providing information for the DAC program guide and designing all collateral and copy for signage, postcards, announcement through newsletters, social media, or other marketing strategies as appropriate.
- Coordinate and staff Third Friday events, including performers and special pop-up events.
- Serve as first point person for exhibit sales.
- With Director of Facilities, oversee maintenance of gallery light fixtures and wall surfaces. Maintain and replace exhibit installation tools and supplies as needed.
- When appropriate, facilitate DAC's role in the annual Congressional High School Art Competition, Communicating with the Congressman's office, high school art teachers, and arts council partners. Recruit judges, accept work, attend judging at regional level, attend reception.
- Work with the DAC Education program to produce annual exhibit of student and instructor work.
- 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

- Engage local businesses, nonprofits, arts organizations and artists to design a weekend event which showcases a variety of visual and performing art.
- Recruit artists and sites using online registration process.
- Design final layout and place artists in appropriate sites.
- Assist with recruitment of sponsors and coordinate sponsor fulfillment (working with Development department).
- Recruit and confirm additional sites, including Durham Armory.
- Answer questions from participants and public.
- Market Art Walk by updating the DAC website and preparing copy and overseeing design for the program, newsletter, ads, social media, and calendar listings, soliciting coverage from media or other marketing strategies as appropriate.
- Coordinate artist orientation meeting.
- Recruit and schedule volunteers to assist with the weekend.
- Prepare and distribute signage on the site.
- Coordinate product sales, auction or other onsite fundraising mechanism.
- Track media coverage.
- Administer and monitor the Durham Art Walk annual budget, to ensure that revenue goals are met and expenses are planned and utilized appropriately, following all DAC financial procedures and policies.
- Work the event.
- Create and compile findings for Survey Monkey survey of guests, sponsors and participants.
- Write event summary and evaluation report and customize reports and correspondence as needed for participants, sponsors and management.

CenterFest Arts Festival

- Represent DAC professionally in all facets of planning this major festival, which involves many partner agencies to produce and hundreds of artists as participants.
- Manage the visual artists' component of CenterFest: oversee posting of application, jurying, invitation, booth assignments, confirmation packets, and on-site services during the event.
- Oversee communication with applying and accepted visual artists.
- Update applications for performers, nonprofits, and other vendors in Submittable.
- Oversee payments to performing artists.
- Manage marketing schedule: Design the CenterFest program, including site map, confirm postings in trade newsletters for visual artists. With other staff, coordinate production and submission of advertisements with contracted graphic designer, oversee calendar postings, social media, oversee printing of CenterFest posters, flyers and other publicity materials.
- Create and distribute load in information packets for all vendors coming on site.
- Pursue sponsorships: renewal of past sponsors and recruitment of new sponsors; major sponsors are contacted in coordination with Executive Director.
- Update CenterFest website.
- Manage volunteer recruitment and make volunteer assignments; post CenterFest volunteer opportunities.
- Provide volunteer assignment spreadsheet to onsite CenterFest Volunteer Coordinator.
- Work festival, providing support to visual artists including on site load in packets, artist breakfast and artist lunch.
- Oversee creation and distribution of evaluation surveys for vendors and public.

Special Services and Grants Programs

- Assist in updating grant applications online.
- Update DAC grant pages with timelines, application links and lists of previous recipients. Prepare grant copy for DAC School class catalog.
- Assist in grant panel recruitment and meetings
- Coordinate and electronically issue grant contracts; monitor contract completion and prepare check requests as needed.

Durham Arts Network

- Monitor and approve postings.
- Remind artists and organizations to update postings annually.
- Promote the site to artists, artists organizations and customers.

Supervision, Administration and Other Duties:

- Serve as first Artist Services contact for answering questions and inquiries from artists and the general public.
- Supervise, train and evaluate performance of interns and volunteers.

- 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.
- Assist in evaluating the programs and services of the Office of Artist Services.
- Provide regular reports of activities and accomplishments, as well as special reports as requested.
- Work other DAC events as assigned.
- Other duties as requested by Director of Artist Services or Executive Director.

Institutional Leadership, Interaction, and Planning:

- Attend Board of Trustee meetings as appropriate and assigned by Director of Artist Services.
- 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.
- 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:

- Attend professional meetings and networking opportunities as appropriate to build contacts with other arts professionals, business/client community, and other professional colleagues.
- 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, Adobe Creative Suite, Survey Monkey, telephone systems, general office software and systems utilized by DAC.
- Experience with all social media platforms including Facebook, Instagram and Twitter.
- Graphic design skills, ability to design exhibit announcement postcards, text panels, invitations, programs, PowerPoint, maps 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.

Salary Range: \$38,000-\$42,000

DAC is an Equal Opportunity Employer. DAC is committed to Diversity, Equity, Access and inclusion. Diverse candidates encouraged to apply.

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. Durham Arts Council serves a diverse community, and highly values a diverse and board.

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.