



Gallery and Programs Director

The Director will be responsible for managing all aspects of our gallery, sculpture park, adult workshops, and special events. This includes curating and overseeing the installation and takedown of art in our gallery and outdoor park, developing our schedule of adult workshops, evening talks, and special programs, trouble-shooting issues related to the park and our installations, and serving as the primary onsite liaison for artists, performers, and community partners engaged in our special events.

We are looking for someone who is passionate about working with artists, community partners, and volunteers. Ideal candidates have demonstrated expertise with visual arts curation, experience with art installation, previous project management and customer service experience, excellent communication skills, and the ability to work in a fast-paced environment.

Essential Duties and Responsibilities:

- Oversee and manage the successful launch of our 2024 exhibit schedule.
- Maintain and curate an annual schedule of visual art exhibitions or arrange for the showing of traveling exhibitions.
- Oversee and maintain Webster's Woods Sculpture Park including sculpture installation, maintenance and removal, trail improvements, and our poetry in the park program.
- Develop and maintain all PAFAC calls for artists.
- Arrange loans of artwork and schedule with artists and lenders. This includes managing inventory, shipments, and arranging transport of artworks for exhibition.
- Oversee programming in support of the exhibitions, including receptions, evening conversations, readings, workshops, or tours and maintain the budget or support the fundraising necessary to sustain these activities.
- Manage volunteers in the gallery and sculpture park.
- Assist with grant writing and grant management as related to the gallery and sculpture park.
- Serve as the staff lead on facility care, maintenance, and rentals.

- Serve as the staff lead for all logistics related to art installation or arts programming during our three annual outdoor festivals.

- Oversee our annual light art installations. This includes working directly with artists to install and take down light art in the sculpture park and troubleshooting outdoor sculpture/electrical issues throughout the month-long event.

Desired Skills and Experience:

- Previous experience with gallery curation, strong knowledge of the installation process, and the ability to use related tools for both indoor and outdoor art installations.
- Solid knowledge of lighting and electrical systems and/or the ability to troubleshoot and problem solve when technical issues arise.
- Demonstrated expertise and professional grounding in the visual arts and a broad range of contacts in the regional art world.
- Experience with program and event management, scheduling, and coordinating with community partners, artists, and volunteers.
- Public speaking and presentation skills and the ability to effectively connect with a wide range of individuals including community partners, board members, volunteers, and artists.
- Self-starter and team player who is flexible and possesses the energy to meet the demands that come with event prep and implementation. Strong ability to manage multiple priorities and meet deadlines.
- Strong verbal and written communication skills and the ability to manage ongoing communications.
- Awareness and knowledge of cultural competencies and social justice issues, with demonstrated actions toward creating more just and equitable communities. Demonstrated commitment to diversity, equity, and inclusion.

Qualifications:

● Bachelor's degree in Art, Art History, Studio Art and/or Art Education, or a combination of training and equivalent professional work experience will be considered. ***Master's degree is desirable.***

Additional Requirements:

- Flexibility in schedule and duties ranging from office days to active program participation for events and set-up in the lead up to events and workshops.
- Weekend availability to oversee the Gallery as needed.
- Able to carry, lift, and move up to 50 pounds. Ability to work outdoors, engage in physical labor, and comfort with tools.

Compensation & Benefits:

- 40 hours per week with the ability to have a flexible schedule to support special events, evening programs, and oversee weekend gallery desk coverage as needed. Job shares are welcome.
- PTO accrued at a bi-monthly rate of 4.15 hours with a max accrual of 160 hours, a rollover of up to 40 hours per year and 10 days of holiday pay.
- Salary Range: \$48,000 - \$52,000 + Healthy Living Stipend of \$4800 per year to support health care.

To Apply: We are accepting applications on a rolling basis and will respond accordingly. Please send your resume and cover letter to christine@pafac.org no later than Thursday October 12th.

Port Angeles Fine Arts Center is an equal opportunity employer. We prohibit discrimination against, and harassment of, any employee or applicant for employment because of race, color, religion, sex, gender, pregnancy, genetic information, ethnic or national origin, sexual orientation, marital status, familial status, military or veteran status, qualified individuals with a disability on the basis of the disability, or any other category which may be protected under applicable state or federal law.