



PROGRAM MANAGER FOR VISUAL ARTS, OUTREACH & EDUCATION

JOB DESCRIPTION

The presentation of Visual Arts programs, arts education, outreach, and support for artists is critical to the success of the Cultural Arts Alliance (CAA) of Walton County's mission to advance the Arts in our community. The CAA is currently expanding its capacity with the addition of a Miramar Beach Creative Campus on the west end of Walton County. The new 5,000 sf campus, which will be home to the Foster Gallery, J. Leon Studio, and other programs, creates a unique opportunity for the right candidate to participate in the process of growing the CAA's visual arts and arts education programs while improving artist relationships and outreach to the creative community.

The Cultural Arts Alliance of Walton County seeks a highly organized, creative, motivated Program Manager for Visual Arts, Education & Outreach (VAOE) to provide leadership for a full range of current and new activities that will take place at the CAA's new Miramar Beach Creative Campus and at offsite locations throughout Walton County, including gallery exhibits, special exhibitions, workshops, art talks, artist engagement, arts education, and outreach programs. The Program Manager, VAOE reports to and is under the general supervision of the Executive Director or her delegate.

The Program Manager for VAOE must be able to anticipate project needs, discern work priorities, and meet deadlines. The Program Manager for VAOE should have a passion for the Arts, especially the Visual Arts, provide outstanding communication, be an enthusiastic professional, and be capable of building strong and positive relationships with artists, patrons, and partners. To perform this important job successfully, the Program Manager must be able to fulfill all of the elements of the Job Description to the highest standard and be able to work well with colleagues, artists and patrons, and teachers in a high energy, collaborative environment.

All employees are expected to contribute to ongoing professional growth and improvement in their departments via excellent job performance. Additionally, employees are expected to communicate to the Executive Director if they become aware of deficiencies and needs; and to offer solutions and make suggestions for improvements in their areas of purview and for the overall mission of the CAA.

ESSENTIAL JOB FUNCTIONS: The Program Manager for VAOE is the face of the CAA's Miramar Beach Creative Campus (MBCC) and is responsible for the daily and long-term operations and success of MBCC programs, including The Foster Gallery, J. Leon Studios, workshops, special events, facility rental, and CAA's visual arts outreach programs. Duties include:

ADMINISTRATION + RETAIL/FACILITY MANAGEMENT

- Attend staff meetings, Board meetings, and any other meetings as necessary. Serve as lead staff for the visual arts committee and manage committee meeting schedule.
- Assist Executive Director in budget creation for each relevant program; monitor and manage budgets to reach quarterly and annual goals.
- Understand and communicate the mission of the CAA, its facilities and all of its programming, events and services.
- Operate and maintain a PC laptop provided by the CAA.
- Organize and respond to emails; Answer phone calls and return messages.
- Maintain an organized digital and/or hard copy filing system.
- Work knowledgeably and efficiently in Google Drive, Word, Excel, retail POS systems.
- Ensure the facility is maintained to immaculate standards with a visually appealing showcase at all times. Manage the regular cleaning of all spaces. Ensure proper lighting for the facility and art work.
- Communicate any MBCC repair or major supply needs to the Director of Administration in a timely manner.
- Maintain all utility services for the MBCC; be the lead staff to operate Coastal Protection Alarm System and/or phone app.
- Maintain a positive, professional, yet fun environment.
- Manage all artist agreements.
- Serve as lead sales liaison/negotiator with potential and existing clients in order to meet monthly sales goals.
- Manage and train retail staff, facility staff, and facility volunteers; manage staff schedules.
- Manage annual calendar of events for MBCC, including Foster Gallery rotations, special exhibits, special events, classes, rentals, etc. Ensure MBCC calendar is embedded in CAA's Google calendar and published where necessary.
- Compile and maintain inventory, accounting, sales and financial records.
- Collect and report data on potential collectors, visitors and art sales; provide weekly reports to the Director of Administration.
- Other duties assigned by the Executive Director

GALLERY/EXHIBIT CURATION + ARTIST MANAGEMENT

- Remain knowledgeable and updated on current trends in the visual art and gallery industry.
- Manage curation of all artists and special exhibitions, including Call for Artists, artist selection, jury/judge selection, special exhibition themes, timelines, schedules, and installation and deinstallation.
- Work with artists to curate, organize and install their individual exhibits as part of an overall rotation or special exhibition. Be knowledgeable about each artist's work, style, history, and more.
- Manage online submission system; receive artist submissions, and respond to all applicants.
- Map out gallery space for artist hanging spaces. Conceptualize and compose artist areas or partner with artists to do so.
- Manage installations and uninstallations; must have the ability to physically hang work using a ladder and know how to use the A&S track and wire system.
- Schedule delivery/pick up dates with artists or shipping arrangements for shows
- Create labels and exhibit signage.
- Manage the handling, storage and shipment of art works.
- Work with the CAA marketing department to market and promote gallery exhibits, artists and special exhibitions.
- Manage patron relationships (thank you notes, emails, etc)
- Be able to incorporate creative design input into conversations with potential clients.
- Work with the marketing department to develop an online shopping presence as necessary.
- Manage artists' inventory in CLOVER and any other database management system necessary to manage the gallery.
- Manage all artist communications regarding timelines, schedules, important deadlines, sales, and any other relevant information.
- Manage and enforce artist agreements.
- Identify new artists and exhibition ideas for the Foster Gallery.
- Collect artist marketing assets prior to exhibition openings, including headshots, bios, images of work, quotes, social media links, etc. and ensure timely delivery to the marketing department.
- Communicate regularly with artists regarding sales, inventory status, buyers or potential buyers, upcoming events, paid teaching opportunities, etc.
- Regularly communicate with the marketing department to alert them to sold work that should be removed from the website and ensure they have updated images and information at all times.
- Manage all aspects of special exhibitions that take place in partnership with Emerald Coast Theatre Company, Northwest Florida State College, and any other existing or new partners.

PROGRAMMING + OUTREACH

- Manage all aspects of J. Leon Studio, including the pottery studio, ongoing classes & special workshops.
 - Coordinate with Bayou Arts Center (BAC) management to recruit teaching artists for both BAC and MBCC workshops and classes in all disciplines and for all skill levels and ages.
 - Work with Foster Gallery exhibiting artists to identify and develop paid teaching, demo, or other educational opportunities to be presented by artists at the MBCC as part of the MBCC calendar of events.
 - Manage pottery open studio program, including registrations, supply orders, etc.
 - Work with the CAA Event Director to plan all special events held, including Foster Gallery Fêtes, artist talks, artist networking opportunities, professional development events, exhibit openings, and any other CAA events, at the MBCC to determine themes, execute plans, and secure resources, entertainment, vendors, and any other event aspect.
 - Manage all MBCC events such as Sip-N-Stroll by greeting guests, running the CLOVER register, ensuring artist set-up, assisting Marketing team, and set up and break down of events.
 - Manage the setup and break down of all events, activities, workshops, etc. for clients or the monthly Sip-N-Stroll, including tables, chairs, PA, and more.
 - Maintain inventory of proper supplies such as champagne flutes, alcohol, plate ware, guest napkins for bathroom, etc.
 - Recruit and manage event volunteers.
 - Work with the Event Director on aspects of ArtsQuest and other festivals that will feature Foster Gallery artists.
 - Work with the Development Manager to identify and help solicit sponsorships for MBCC programs.
 - Ensure proper safety measures are in place to keep participating students and attendees safe while in CAA facilities
 - Manage all facility rentals, including planning for staffing, maintenance, cleaning, and all other logistics.
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CORE COMPETENCIES + COMMITMENTS

- Adaptability: willingness to embrace change, test new ideas, and learn new ways of working.
- Collaboration: eagerness to share resources and work with others toward organizational goals.
- Fluency with technology: understanding that much of our work occurs in digital systems, which require ongoing learning.
- Our values and mission: understand and embrace our values and mission, in particular how they reflect our commitment to equity, diversity, inclusion and accessibility.
- Sharing power: takes on leadership and followership roles.

KNOWLEDGE + EXPERIENCE

- Bachelor's degree from accredited college or university preferred, with preference to a degree in arts management, visual arts, non-profit management
- 3+ years of experience in visual arts management, curation, or non-profit arts management
- Experience in a gallery or studio setting and working with artists.
- Experience managing a retail space and working with the general public.
- Experience with office administration
- Experience creating and managing budgets
- Experience with integrating social media into event planning and execution
- Proven track record of successful project/gallery/studio management.
- Knowledge of and ability to operate standard office hardware and software, including but not limited to Google Docs, Word, Excel, Emma, DonorPerfect (can be trained)

SKILLS + ABILITIES:

- Ability to make decisions and solve problems
- Ability to organize time and anticipate, plan, and manage multiple priorities with deadlines
- Ability to use creative skills to generate ideas and follow through with execution
- Ability to self-start, lead and delegate to staff and volunteers
- Detail-oriented
- Ability to stay measured and professional while working under pressure
- Ability and willingness to take initiative and also stay open to direction and constructive feedback
- Works well individually and as a team
- Committed to developing strong and productive working relationships
- Evaluative skills to review, analyze, and make recommendations around programmatic efforts.
- Financial skills sufficient to develop, understand, and/or interpret budgets, financial reports, and audits. Knowledge of general accounting concepts and practices.
- Excellent and effective communication skills (verbal and written)
- Excellent management skills

- Proficiency in editing and proof-reading documents, using correct grammar, spelling and punctuation
- Must have a flexible schedule as some events take place outside of normal business hours
- Commitment to ongoing personal and professional development
- Ability to maintain confidentiality when dealing with sensitive or private information
- Possesses a positive personality

PHYSICAL + MENTAL REQUIREMENTS

- Lifting up to 50 lbs intermittently
- Travel within the tri-county area to perform functions necessary for outreach programs and regional/national travel for research and development. Must own transportation with current insurance.
- Requires the ability to
 - observe and speak to individuals and groups
 - move around in an office environment and event environment (indoors and outdoors and potentially in inclement weather)
- There is pressure associated with project and program deadlines.
- Work will require extended use of a computer keyboard and monitor.
- Work is performed in a fast-paced environment where interruptions are frequent.
- All requirements are subject to modification to reasonably accommodate individuals with disabilities.

WORKING CONDITIONS

The majority of work will be performed on site at the Miramar Beach Creative Campus but will also include some local travel for educational programs and outreach. This role may work remotely at times if approved in advance by supervisor. Staff, committee and board meetings will be held an average of 50% virtual / 50% in-person.

ORGANIZATIONAL RELATIONSHIPS

The Program Manager for VAOE ultimately reports to the Executive Director, is directly supervised by the Director of Administration, coordinates his/her activities with other Directors and Managers or their designees, and interacts daily with most CAA staff members. Each CAA team member establishes work priorities and ensures that their individual activities are continuing within the context of an established schedule and budget.

- Reports to the Executive Director
- Supervises MBCC staff and volunteers
- Primary organizational working relationships are with the Director of Administration, Development Manager, Marketing Director, Marketing Manager, Finance Manager, Facilities & Maintenance Manager.

ORGANIZATIONAL CULTURE

- Work collaboratively across the organization--communicating courteously and professionally and maintaining working relationships with others.
- Actively participate in staff meetings.
- Represent the organization locally, regionally, and nationally with partners, funders and stakeholders, as applicable.

DIVERSITY, EQUITY, INCLUSION + ACCESS

- Grow personal intercultural competence.
- Continually develop intercultural competency and seek opportunities for all staff to grow and make change together.

COMPENSATION + BENEFITS

Compensation range is commensurate with experience and skills. This position is eligible for commissions on facility rentals, commissions on sale of artwork, and incentive bonuses.

Benefits include partial health/dental insurance reimbursement, cell phone stipend, paid career development/education opportunities, paid personal time off, paid holidays, and two full weeks off in addition to PTO.