

ART STUDENTS LEAGUE OF DENVER

JOB DESCRIPTION **Community Engagement and Exhibitions Manager**

SUMMARY

Under the general supervision of the Executive Director, this full-time, exempt position is responsible for supporting the successful development, coordination, and execution of the Art Students League of Denver's (ASLD) community engagement programs, exhibitions, and related special events. Responsibilities include but are not limited to collaborating with outside partners, working to identify and deliver off-site programs, planning and managing exhibitions. This position will work closely with ASLD staff, faculty, and students, as well as collaborate with local and national creative professionals.

ESSENTIAL QUALIFICATIONS

- Education/Experience Bachelor's degree or equivalent
- Four years of related professional experience

DUTIES AND RESPONSIBILITIES

Primary: Works with the Executive Director, the Director of Programming and Community Engagement, and the programming team to plan and execute community programs, including exhibits, visiting artists. Identifies collaborating entities that will be appropriate for ASLD's varying educational and exhibition programs. Acts as a representative of ASLD to the community, building awareness and expanding programmatic participation and retention.

- Coordinates Visiting Artists Series by managing logistics, program set-up and break-down, and handling travel, lodging and hospitality arrangements.
- Coordinates community outreach and other special programs, by coordinating with artists and instructors to create schedules and purchase supplies.
- Assist in coordination of all aspects of ASLD's Artist-in-Residence program.
 - Participate on selection committee
 - Assist with securing housing for BIPOC Artist
 - Onboarding of BIPOC Artist
 - Plan and schedule programs and exhibition for 6-9 month residency and related events
- Lead all aspects of the coordination of the Diversity in the Arts (DITA) 10-week Internship
 - Manage and plan calendar working directly with Communications Manager
 - Post Application and manage recruitment efforts
 - Participate on selection committee
 - Onboard and orient interns and host organizations including a schedule of periodic meeting with the intern and host organizations
 - Conduct interviews and formal evaluations of both the intern and host organization's experience
 - Maintain intern database for future engagement and opportunities
- Create exhibition programming in tandem with ASLD's other programs
 - Create and oversee an 18-24 month exhibition schedule
 - Coordinate with artists and creating exhibit didactics
 - Coordinate and manage online exhibits
 - Install onsite/offsite exhibits
 - Organize exhibition receptions and complementary programming
 - Maintain and keep an inventory of exhibits display items such as pedestals, vitrines, hanging rods, etc.

General/Secondary:

- Participates in planning meetings for programs and exhibits, faculty meetings, and select committees as needed.
- Works with the team on marketing, fundraising and customer service.
- Assist with coordination and oversight of programs-related volunteers
- Other duties and special projects as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Strong organizational skills, accuracy, and meticulous attention to detail
- Must be flexible and able to handle multiple tasks and conflicting priorities
- Demonstrated ability to balance working independently with working collaboratively as part of a team
- Ability to anticipate needs and proactively project manage
- Adept data entry experience
- Proficiency in Microsoft Office applications (including Word, Excel, and PowerPoint) and Google Suite
- Ability and willingness to work evening hours and weekends when required. The current work schedule includes one weekend day shift per month. In exchange for the weekend day worked, a midweek day is taken off.
- Ability to effectively meet and deal with the public and to handle stressful situations
- Committed to advancing Justice, Equity, Diversity, Inclusion, and Access initiatives
- Must be able to actively install/deinstall exhibitions, which involves being on your feet for extensive periods of time, bending over, and lifting artwork. Ability to lift at least 50 lbs.
- Willingness to work with budgets and tracking expenses
- Interest in art programming, art education, fine arts or closely related field
- Interest in exhibition planning and execution, with an understanding of best art handling practices and knowledgeable on art trends

COMPENSATION & BENEFITS

The compensation range for this position is \$50K-\$55K annually, based on market data and commensurate with experience. ASLD's full-time employees qualify for a generous benefits package including: paid leave, employer paid medical, dental and long-term disability insurance, as well as opportunity to take courses at no cost.

Applicants should email a resume and cover letter describing their interest in the Community Engagement Coordinator position to r.basye@asld.org. Please include "Your Name – Community Engagement and Exhibitions Manager" in the subject line of the e-mail. Applications will be reviewed on a rolling basis. Only potential candidates will be contacted. Open until filled.

ORGANIZATIONAL COMMITMENT

ASLD is an equal opportunity employer that values workplace diversity and strives to be an inclusive organization. We are committed to building a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.