

Position: Gallery Manager**Institution:** Herron School of Art and Design, IUPUI**Location:** Indianapolis, IN**Application Deadline:** November 10, 2019**Type:** Part-time (20-29 hours a week), reports to Gallery Director & Curator. Rate of pay will be determined by education and experience.

Position Duties: Responsibilities include assisting the Gallery Director in administrative areas including artist contracts; exhibition insurance; shipping of exhibitions; creating visiting artist accommodations; organizing and managing events associated with visiting artist lectures; maintaining gallery calendars; documenting exhibitions; purchasing goods and services; reconciliation of accounts and answering inquiries related to exhibitions.

The Gallery Manager will have a lead role in creating and implementing exhibition layouts; working with the Gallery Assistant, work study students and graduate assistants to prepare galleries for exhibitions; working with visiting artists to install and de-install exhibitions. Some travel to and from artist studios, museums, and galleries may be required.

Oversee scheduling of work-study and hourly workers and serve as supervisor of employees. Assist the Gallery Director with faculty and student engagement efforts.

Position Qualifications: Bachelor's degree in fine arts or art history and one to two years' experience in a professional gallery or museum administration role with duties associated with works of art. Successful candidate will have experience in exhibition design, lighting design, didactic label, sign and in-gallery graphic design, and proven didactic writing skills and editing. Ability to drive a box truck for hauling artwork strongly desired. Work experience in volunteer management, proficiency in Microsoft products such as Excel, Word, Power Point, etc., Adobe Creative Suite, such as Acrobat Pro, Photoshop and Lightroom, web and social media experience, personnel management and bookkeeping skills a plus.

Gallery Mission:

The mission of the Galleries at Herron School of Art and Design is to complement the educational and community outreach goals of the school. The galleries serve as a forum for the evolving dialogue of contemporary art, design and culture and feature work created by regional, national, and international artists and designers. Gallery exhibitions are often coupled with public artist lectures and workshops to foster connections to the regional communities and to encourage new and diverse audiences to become engaged with Herron.

About the Galleries:

Herron has three gallery spaces within Eskenazi Hall, each serving different missions. The main galleries (approximately 3,000 sq. ft.) host regional, national, and international exhibitions. The other two galleries (approximately 500 sq. ft. and 1,200 sq. ft) primarily serve students, faculty and alumni exhibitions and special project installations. The galleries host several endowed lectures, including three MacArthur fellows as guest speakers in the 2018-2019 academic year. Herron has three additional galleries in Eskenazi Fine Arts Center on Indiana Avenue. The Gallery Manager will oversee scheduling of this space, coordinate wall repairs and painting, and has oversight for school-wide functions in these galleries.

Organization Overview: Herron School of Art and Design provides professional education in the visual arts for degree-seeking students and offers opportunities for creative exploration for the broader community. Herron's programs add value to our culture and economy, enhance the quality of lives of those they serve and contribute to the development of society.

Herron prepares its graduates to become leaders in a world that requires a unique combination of creativity, conceptual skills and technical abilities. Through its distinctive academic programs, unique community

collaborations and faculty research and creative activity, Herron continues to expand its role as a leader in the visual arts for the State of Indiana, across the country and throughout the world.

The school currently enrolls 800 degree-seeking students and nearly 1,200 non-art majors and community members, including nearly 500 youth. A second facility, the Eskenazi Fine Arts Center, located at 1410 Indiana Avenue, houses the school's sculpture and ceramics programs, graduate studios and gallery space.

In addition to providing high-quality education to its degree-seeking students at the undergraduate and graduate levels, the school serves central Indiana through its community outreach program. Herron's location next to the White River State Park/Cultural district provides greater public access to the Herron Galleries (7,700 visitors annually), sculpture gardens, the Herron art library, visiting artist lectures and Community Learning Programs: Youth Art Camp, Saturday School and the Honors Art and Design Program.

Visit herron.iupui.edu for more information.

How to Apply: Resumes will be accepted through **November 10, 2019**. Please send a cover letter and resume to Laura Kernodle, HR Support Coordinator, at lfklopp@iu.edu Please put "Gallery Manager" in the subject line of the email.