

Education Center

5339 Chamblee Dunwoody Rd.
Atlanta, GA 30338
770.394.3447



Gallery & Gift Shop

4681 Ashford Dunwoody Rd.
Atlanta, GA 30338
770.394.4019

JOB TITLE: SPRUILL GALLERY DIRECTOR
FULL-TIME, EXEMPT
REPORTS TO: CEO

www.spruillarts.org

JOB DESCRIPTION:

Spruill Center for the Arts seeks a vibrant, entrepreneurial Gallery Director to lead the Spruill Gallery in its next phase of growth. As the only gallery space in the top end Perimeter area, the Spruill Gallery is renowned for its cutting-edge exhibits and its support of local, national, and international artists and draws thousands of visitors each year. The Gallery Director will have the opportunity to shape the exhibition schedule and creative direction of the Gallery and will have managerial and curatorial authority over the Gallery exhibitions.

Located in an historic 1867-1905 home on Ashford Dunwoody Road, the Gallery mounts five exhibitions each year in a variety of mediums. The Gallery's exhibits promote emerging artists, established artists and the artwork created at the Education Center. The Gallery is home to the annual AMPLIFY project which showcases a public art installation on the grounds' historic Smokehouse and is celebrated by the Spirits for Spruill event. Year-round, the Spruill Gallery has one of the best locally-made artists' gift shops in metro Atlanta and showcases these works during the traditional Holiday Artists Market each season.

For more than 45 years the Spruill Center for the Arts has been devoted to providing arts education and enrichment to the metro Atlanta community. Employees receive a robust benefits package that includes health, vision, and dental, employer retirement contribution, paid time off and sick leave, free class enrollment, professional development, and more.

SKILLS/EXPERIENCE REQUIRED:

- BA in Art, Art History, related field or equivalent work experience. MFA preferred
- Minimum of five years gallery, museum or similar experience
- Knowledge and understanding of diverse forms of art, artists, history and trends
- Familiarity with local, regional and national art scene
- Ability to conceptualize, curate, implement and install professional art exhibitions
- Passion for art and artists, and ability to work with diverse artist personalities
- Familiarity with managing all aspects of a gallery and retail environment
- Excellent customer service skills
- Ability to work with and manage a small team
- Creative imagination and vision
- Excellent oral and written communication skills including ability to create group show prospectus
- Proficiency in Office 365 and ability to learn POS, Shopify, and inventory systems

RESPONSIBILITIES INCLUDE:

Create, curate, and execute five exhibits annually and the Holiday Artists Market. Prepare call to artists (solo, group, or juried), plan and execute exhibit timelines, scheduling, design and install each exhibition.

Prepare exhibit space including exhibit design and installation. Utilize three exhibition rooms, hallway space as well as other potential space within and on the gallery grounds. Develop work descriptions and other on sight graphics with graphic designer. Create other support materials for exhibits including insurance, inventory, catalog, price sheet, etc.

Prepare annual Gallery budget in coordination with CEO for each fiscal year.

Manage and develop the Gallery team, including the Gift Shop Manager and the Gallery Assistant. Work with the Communication Manager to develop and design exhibit marketing materials, promotion of exhibits, and developing content for social media.

Utilize creative space to maximize gallery for exhibitions. Coordinate with staff and volunteers on Gallery openings and other events such as pop-up artist markets, trunk shows, and educational workshops and lectures.

Curate and manage a minimum of three non-juried Hallway exhibitions annually at the Education Center to include the works of Spruill students and instructors.

Serve as point of contact and maintain oversight of the annual AMPLIFY competition: create a prospectus to solicit a call for entries, disseminate prospectus, organize a panel of jurors, coordinate installation with the selected artist, and assist with Spirits for Spruill unveiling.

Ensure that all artist contracts for exhibitions and shows are executed prior to show opening. Oversee gallery Gift Shop operations, inventory, sales, and records and coordinate with accountant on a weekly basis.

Manage and track employee scheduling and hours. Responsible for submitting timesheets to the Director of Operations and accountant for biweekly payroll.

WORK ENVIRONMENT:

The Spruill Gallery will operate Tuesday – Saturday from 11:00 a.m. – 7:00 p.m. and Sunday from 12:00 p.m. – 5:00 p.m. The Gallery Director will manage the staffing of employees within those operating hours and for Gallery openings and events as needed.

The exhibition installation requires the physical fitness necessary to perform the job functions with or without accommodation, such as the ability to lift (up to 25 pounds unaided and 50 pounds or more with assistance), hang, sit, stand, and walk for prolonged periods of time. The Gallery Director will use the tools and equipment provided, such as pedestals, ladders, and power tools, to execute the installation.

Management of the gallery building, grounds, and out parcels are key functions of this position. The Gallery Director is responsible for oversight of the property's day-to-day needs, such as managing vendors, scheduling routine inspections or emergency repairs, maintaining the cleanliness of the gallery's exhibit, shop, and office spaces, and the ability to perform light grounds maintenance when needed.