DIRECTOR, JOHN D. BARROW ART GALLERY
Skaneateles, New York

The John D. Barrow Art Gallery, built in 1900, is a unique, single-artist exhibition space owned and operated by The John D. Barrow Art Gallery Trust, an independent non-profit 501(c)(3) organization. Throughout the Gallery’s long history, its Directors have been dedicated and deeply committed to the institution. The Gallery Director is assisted and advised by a volunteer Management Committee, many of whom are also part of a volunteer corps of docents who help keep the Gallery open to visitors.

The successful applicant for the Director’s position will have excellent verbal, written, and digital communication skills and be adept at managing people and teams, building long-term relationships with potential donors and volunteers, and persuasively explaining the Gallery’s mission and needs to the general public. A genuine interest in and commitment to the Barrow Gallery is important. The ability to manage budgets, hit fundraising targets, and organize successful events is essential.

HOURS AND BENEFITS

This is a part-time position that pays $20.00 per hour, paid bi-weekly. The position entails approximately 15 hours per week, for a maximum of 750 hours/year, including regularly-scheduled daytime hours and occasional evening and weekend work as needed. Benefits are not included.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage general administration of the Gallery, including budget preparation, fund-raising, and oversight of all financial activities.
- Maintain clear and timely communications with the Gallery Management Committee and the President of the Barrow Board of Trustees.
- Lead the Management Committee’s activities, including chairing its monthly meetings and coordinating its subcommittees.
- Supervise and oversee the safety, preservation, and conservation of the artwork, including proper storage, correct installation, and transportation to and from the Gallery.
- Oversee docent training and coordination of docent staffing for open hours.
- Manage the annual fund drive, including development and maintenance of an effective and confidential donor database.
- Coordinate the Borrow-a-Barrow program.
- Provide a written report to the Barrow Board of Trustees in advance of its quarterly meetings, and attend and participate in those meetings as Director.
- Catalog existing inventory and acquisitions; keep records and archives.
- Plan, organize, market, and present, exhibitions and events.
- Keep the Gallery website and Facebook page updated.
• Maintain ongoing promotion and advertising of the Gallery.

• Stay up-to-date with developments and trends in the professional world of art galleries and museums.

KEY SKILLS

• Build relationships: establish and maintain positive working relationships with others, both internally and externally, to achieve the Gallery’s goals.

• Communicate effectively: speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.

• Focus on donor needs: anticipate, understand, and respond to the needs of donors to meet or exceed their expectations.

• Foster teamwork: work cooperatively and effectively with others to set goals, resolve problems, and make decisions.

• Lead: positively influence others to achieve results that are in the best interest of the Gallery.

• Organize: set priorities, develop a work schedule, monitor progress toward goals, and track details, data, information, and activities; be proficient in the use of computers and software applications such as Word, Excel, Quickbooks, etc.

PHYSICAL REQUIREMENTS

The employee is required to: sit, talk, see, and hear; frequently walk distances and climb stairs; use hands and fingers to handle or operate computers, objects, tools, or controls; reach with hands and arms; and occasionally bend, twist, work from ladders and carry large, unwieldy objects.

EDUCATIONAL QUALIFICATION

Bachelor’s degree or higher in a related field.

To apply, please email your cover letter and CV or resume to: johndbarrow1900@gmail.com