

<b>Job Title</b>	Gallery Coordinator
<b>PVN ID</b>	GS-1806-002579
<b>Category</b>	Clerical/Office Services
<b>Location</b>	The GRADUATE CENTER
<b>Department</b>	James Gallery
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$45,000.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 07, 2018 (Or Until Filled)

## General Description

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The Graduate Center (GC) is the principal doctorate-granting institution of the City University of New York (CUNY). Offering more than thirty doctoral degrees from Anthropology to Urban Education, and fostering globally significant research in a wide variety of centers and institutes, the GC provides academic training in the humanities, sciences, and social sciences. The Graduate Center is also integral to the intellectual and cultural vitality of New York City. Through its extensive public programs, The Graduate Center hosts a wide range of events - lectures, conferences, book discussions, art exhibits, concerts, and dance and theater that enrich and inform.

Reporting to the Curator, the Art Gallery Specialist's duties include but are not limited to:

- Supports Curator with management of exhibition installation and de-installation and exhibition design as well as public relations including website and social media;
- Oversees office record-keeping and project documentation;
- Processes gallery payments in collaboration with the Business Office;
- Supervises gallery attendants and maintenance of exhibitions on view;
- Manages shipping and insurance information for all loans. Creates condition reports for each work and maintains exhibition checklists;
- Liaisons with Office of Building Design and Exhibitions and Office of Security and Public Safety;
- Manages and executes technical needs for Exhibitions and events;
- Drafts grant proposals and project reports;
- Collects and maintains statistical data on program activities;
- Performs other duties as assigned.

## Other Duties

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Administers the operations of a museum, gallery, or art facility.

- Manages preservation, documentation, and management of a collection (e.g., acquisition, records management, cataloging, storage, security, maintenance and repair)
- Prepares in-house and/or traveling exhibits, including all necessary documentation, installation, and exhibition materials
- Responds to requests for information and/or loan, and all educational materials, researching the collection as needed
- Administers gallery activities, such as maintaining computerized records on equipment, materials, and other inventory; updating web pages, etc.
- Participates in organizing events, promotional efforts, and exhibition marketing
- Supervises daily gallery operations and maintenance of the collection
- Performs related duties as assigned.

## Qualifications

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Bachelor's degree and four years' related experience required.

A preferred candidate should have:

- Excellent writing and communication skills.
- Ability to work in a fast-paced environment and be flexible.
- Advanced degree.
- Interest in academic and non-profit setting, modern and contemporary art, humanities.

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

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