

City of Burlington Job Description

Position Title: Art Sales and Exhibitions Coordinator ~~Art Sales and Leasing Program Coordinator~~

Department: Burlington City Arts

Reports to: Assistant Director

Pay Grade: 17-~~(Limited Service 75%)~~

Job Code: 1126

Exempt/Non-Exempt: Non-Exempt

Union: Non-Union

General Purpose:

This position is responsible for professional development and management of art sales, leasing clients and artwork for BCA.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Develop client base and facilitate art sales and other art services to both corporate and private clients.
- Manage art purchases, rights and negotiate fair prices for both clients and artists.
- Acquire new clients through networking referrals, and relationship with development office.
- Maintain existing client relationships.
- Negotiate contracts with new and existing leasing clients.
- Co-ordinate transportation, handling and installation of new or existing artwork.
- Assess and document existing collections and inventories as needed.
- Oversee growth and management of ~~artistsødatabase~~ ~~artistsødatabase~~ from in and around Vermont.
- Curate and install artwork at different sites around the Burlington region.
- Evaluate use of space and design aesthetic of space in relationship to art placement.
- Manage the Art Sales and Leasing program budget; including annual and monthly projections; generate reports and monthly balance spreadsheets.
- Co-ordinate client invoicing and vendor negotiations and payments; artist commission payments.
- Manage yearly fundraising events.
- Support exhibitions for BCA as needed.

- Participate in BCA's strategic planning process and staff development

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- A Bachelors degree in studio art, art history, or related field and one year of experience handling art in a museum or gallery required
- Strong interpersonal and communication skills, both oral and written, required.
- An advanced degree in Museum Studies preferred.
- Demonstrated experience with exhibition and or/architectural design preferred
- Demonstrated understanding of aesthetic concepts required
- Demonstrated knowledge of budget preparation and accounting methods required.
- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with artists, members of the general public, local officials, City Arts Board members, etc.
- Ability to complete installation of exhibited artwork, including, but not limited to lifting, use of a ladder, and use of a drill, other power and manual tools, etc.
- Ability to work effectively with a wide variety of clients, public and vendors.
- Familiarity working in a Windows-type OS, including knowledge of spreadsheet and word processing software preferred.
- Knowledge of art world and contemporary artists with a regional emphasis
- Experience with fundraising preferred.
- Ability to work evenings, weekends and holidays as required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances | <input checked="" type="checkbox"/> lifting (specify) |
| <input checked="" type="checkbox"/> color perception
(red, green, amber) | within and between
warehouses/offices | 50__ pounds |
| <input checked="" type="checkbox"/> hearing/listening | <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and
dismount forklift/truck | 50__ pounds |
| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> pushing/pulling | <input checked="" type="checkbox"/> driving (local/over
the road) |
| <input checked="" type="checkbox"/> dexterity | | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |

- | | | |
|--|---|---|
| <input type="checkbox"/> _x_ reading ó complex | <input checked="" type="checkbox"/> _x_ math skills - complex | <input type="checkbox"/> _x_ judgment/decision making |
| <input type="checkbox"/> _ writing - basic | <input type="checkbox"/> _x_ clerical | |
| <input type="checkbox"/> _x_ writing - complex | | |
| <input type="checkbox"/> _ shift work | <input checked="" type="checkbox"/> _x_ outside | <input type="checkbox"/> _ pressurized equipment |
| <input type="checkbox"/> _x_ works alone | <input type="checkbox"/> _ extreme heat | <input checked="" type="checkbox"/> _x_ moving objects |
| <input type="checkbox"/> _x_ works with others | <input type="checkbox"/> _ extreme cold | <input checked="" type="checkbox"/> _x_ high places |
| <input type="checkbox"/> _x_ verbal contact w/others | <input type="checkbox"/> _ noise | <input checked="" type="checkbox"/> _x_ fumes/odors |
| <input type="checkbox"/> _x_ face-to-face contact | <input checked="" type="checkbox"/> _x_ mechanical equipment | <input checked="" type="checkbox"/> _x_ hazardous materials |
| <input type="checkbox"/> _x_ inside | <input checked="" type="checkbox"/> _x_ electrical equipment | <input type="checkbox"/> _ dirt/dust |

Supervision:

Directly Supervises: _1(part-time)_ _ Indirectly Supervises: _

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created Dec 2008, updated Dec 2011.

Updated May 14, 2013