

HEIGHTSARTS

Exhibition Coordinator, Part Time

General Description: The Exhibition Coordinator is a part-time position, which supports staff and the Heights Arts volunteer Exhibition Community Team (ECT) in the administration and implementation of Heights Arts' group and individual exhibitions. This position reports to the General Manager and coordinates all communications (both internal with staff and ECT team leader, and external with artists, curators and the public) and management of participating artists.

Responsibilities

ECT Coordination

- Prepare agendas and materials and run all bi-monthly ECT meetings
- Work to ensure the ECT has all required resources, including email reminders, access to a current exhibition calendar with deadline information, and artist submissions for review.
- Maintain ECT reference files and submissions
- Coordinate recruitment and applications of new ECT members to reflect Heights Arts' and ECT mission

Exhibition Coordination

- Maintain regular communication with exhibiting artists and visiting curators to ensure all paperwork, contracts and images are submitted in accordance with exhibition deadlines
- Schedule pickup and drop-off times with artists and curators and keep staff informed of the schedule
- Coordinate relevant images and content with marketing according to the marketing calendar
- Coordinate and assist in exhibition installations
- Attend exhibition opening receptions

Artist Talk and Poetry readings

- Work with staff and Heights Writes Community Team (HWCT) to coordinate Ekphrastic artist talk and poets respond series including contracts and poetry submissions from poets and confirming artist participation

General

- Attend weekly Thursday staff meetings and report on exhibition status
- Liaise with ECT and Heights Arts staff to plan and execute all exhibitions including group, Spotlight and intern or community exhibitions
- Maintain professional standards including timely communication and attention to detail
- Maintain current artist and exhibition and audience and artist participation in Heights Arts database (LGL) and activity tracking spreadsheets for grant reporting
- Serve as an ambassador of Heights Arts in the community
- Assist in store sales and other duties as assigned

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Required: The successful candidate will be deadline-oriented, comfortable with community outreach, have excellent communications and writing skills, and prior experience in exhibition administration and implementation. Must be highly organized and experienced in managing project details, and have excellent time-management and decision-making skills.

Preferred: Prior experience in working at a nonprofit or arts-oriented organization and connections with the visual arts community is highly desired.

When: 10 - 15 hours per week including some evenings and weekends. Schedule will be determined based upon the exhibition schedule and specific needs for each exhibition. Daily checking of email and artist communications is necessary.

Where: Heights Arts (Gallery, Store and Performance Space) at 2175 Lee Road in Cleveland Heights, OH 44118

www.heightsarts.org

<https://www.facebook.com/HeightArts>

Compensation: \$12.00 - \$15.00 per hour depending upon experience level.

Benefits: 401K matching / Employee store and exhibition discounts

Contact: Please apply online at <http://www.heightsarts.org/employment/> by submitting your resume, cover letter, and professional references. No phone calls, please.

Our Story: Heights Arts is a nonprofit community arts organization in Cleveland Heights, Ohio. Founded in 2000, Heights Arts cultivates a strong, diverse, and collaborative arts community by inspiring people of all ages to engage in the arts; supporting the arts through education; providing exhibition and performance opportunities; and fostering public appreciation for the arts. The organization contributes to the region's artistic vitality by showing regional artists at Heights Arts Gallery on Lee Road near Cedar Road, facilitating public art and design projects, presenting chamber music and other concerts in intimate settings, nominating and supporting the Cleveland Heights Poet Laureate, and having classes and workshops in the arts.

Heights Arts does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.