



North Tahoe Arts

Gallery Coordinator Job Description

NTA OVERVIEW

North Tahoe Arts (NTA) is a non-profit 501(c)3 whose mission is to create diverse, immersive art experiences for all. For over 30 years NTA has served as a creative hub for artists, the local community and for visitors. It fills a cultural gap in the outdoor-oriented area, encouraging cultural tourism and economic vitality. NTA's two art galleries, workshops and camps provide a vital art experience to North Lake Tahoe and Truckee residents and visitors. NTA programs offer a vital source of income for local artists and art educators.

JOB DESCRIPTION

The Gallery Coordinator will facilitate the smooth operation of NTA's two art galleries. These galleries operate on a co-op business model, where the artists perform many of the day-to-day operational tasks, The Gallery Coordinator will manage new artist intake for both permanent and guest artists in both galleries, ensure timely and clear communications, identify opportunities to standardize and streamline processes, and respond quickly to issues.

KEY RESPONSIBILITIES AND DUTIES

Artist Intake

The GC is the main point of contact with prospective artists. This involves documenting and processing applications, referring them to the jury committee if applicable, coordinating jury reviews and informing the artist of jury decisions. The GC coordinates with all necessary people to ensure the new artist has provided everything required (bookkeeper, shop calendar manager, marketing etc.)

Artist Training

Permanent artists are required to work in the gallery on a regular basis. The GC will develop training materials and will identify several artists in each gallery to help train new artists. The GC follows up for the first few months to answer questions.

Documentation

All documentation for the galleries resides in NTA's shared Google drive. This includes gallery operations guides, contact lists, files for each artist and much more. The GC will ensure all information is organized and current and will place updated copies of documentation in each gallery in a timely manner.

Communication

The GC is the primary contact for all issues relating to the galleries. This may include operational issues, building maintenance, artist concerns, providing promotional materials and many other things. A gallery point of contact from the board of directors is assigned to each

gallery. The GC works closely with these individuals to ensure effective two-way communication between artists and NTA management.

Other

The galleries are a dynamic environment and responsibilities may evolve.

QUALIFICATIONS

Essential Qualifications

- Experience managing people in a collaborative environment
- Strong written, oral and interpersonal skills, including working effectively with artists, volunteers and the Board of Directors
- Proficient with Microsoft Office and/or Google Workspace applications
- Strong organizational skills
- Problem solving

Desirable Qualifications

- Art gallery experience
- Retail experience

COMPENSATION AND BENEFITS

Work Schedule

This is a maximum 10-hour per week position. Office space is available at the Kings Beach Art Center and it is understood that some administrative tasks may be conducted remotely. Per California law, employment with North Tahoe Arts will be “at will”.

Compensation

Hourly rate is negotiable based on experience. Per California law, one hour of sick leave accrues for every 30 hours worked.

TO APPLY

Send resume to info@northtahoearts.org