

JOB OPENING

POSITION: Director of Exhibitions for the Ortlip Art Gallery
10-15 hours per week, 12 months (some months may have less hours than others)
Anticipated starting pay rate: \$15.50/hour

REPORTS TO: Dean of Management and Creative Arts

JOB SUMMARY:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world. The Gallery Director works to provide the Ortlip Art Gallery as a forum for exploring contemporary art and ideas enriching the artistic and intellectual climate of the University, the greater Houghton Community, Allegany County, and beyond through interactions with artists and their work. In addition, the Gallery provides Houghton University Art students a professional exhibit venue for displaying their own craft, as well as hands-on training in gallery management in the context of Christian higher education.

Essential Functions:

- Take a leadership role in developing and implementing a vision for the Gallery in conjunction with the DFA (Department of Fine Arts) and the Office of the President
- Responsible for all aspects of management of the day-to-day operations including developing and managing all policies and procedures specific to the Ortlip Gallery
- Hire, train, and supervise of gallery interns and volunteers
- Manage gallery bookkeeping, including payment of artists
- Work with Marketing department to plan Gallery advertising and promotion
- Plan and execute gallery receptions with each exhibit
- Promote a professional and clean environment in the gallery
- Membership on the Art Acquisitions Committee
- Cultivate and sustain business relationships with professional artists, research new artists, and stay informed of trends in the museum, art, design, and craft world
- Oversee all shipping of exhibition artwork
- Install or oversee installation and display of all artwork; design or oversee design of gallery space(s)
- Seek opportunities to promote Gallery artists and their work to the Houghton community, including alumni regionally and beyond
- Build relationships with area schools, community non-profits, and art organizations.

Success Profile:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- **Visionary:** The ability to envision the long-term trajectory of the gallery programming as well as the immediate design of each individual exhibit's theme, participants, artwork, and aesthetic.
- **Creative:** the ability to visualize and create the layout on the gallery walls for a specific body of work.
- **People-oriented:** the Gallery Director must be able to work well with a variety of constituents.
- **Deadline and detail-oriented:** exhibits must be ready in a timely fashion with all wall preparations, installations, labels, vinyl lettering, lighting, advertising, and reception preparations completed before the opening date of each show.

Required Qualifications:

- Bachelors degree in art history, fine arts or craft, or significant prior experience preferred

- A knowledge of art, contemporary craft, media and technical process, and design
- Experience in art curation, sales/retail management/customer service/display/retail design
- Financial management budget development, and bookkeeping skills
- Art handling experience, including the ability to lift up to 50 lbs.
- Ability to climb ladders up to 20 feet tall with no fear of heights
- Excellent people skills, including the ability to work within a team framework and to communicate effectively
- Proficiency in complete Microsoft Office Suite, database management, and preferred experience with Adobe Creative Suite
- Personal Christian faith that is reflected in one's professional and personal life.

Houghton University is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments.

Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:
Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.