

Gallery Manager Job Description

Program Overview

Create Birmingham, in partnership with narrative studio 1504, Navigate Affordable Housing Partners, and sculptor Joe Minter, will produce *In Our Own Backyard: A Celebration of Joe Minter*. In October, 20-30 of Minter's pieces will be featured in a groundbreaking exhibition inside of The Marc Steel Building, a historic warehouse in Birmingham's Titusville community. This site is significant to Mr. Minter's family history and Birmingham's industrial history, as well as the lives of other prominent artists in Mr. Minter's peer group, including artist and musician Lonnie Holley and artist Thornton Dial. The exhibit will be developed collaboratively by 1504 and Mr. Minter, with creative support from curator Matt Arnett and Mr. Holley.

Mr. Minter has lived in the Titusville community for more than fifty years where he has created the sprawling *African Village in America* on the half-acre property around his home. Part sculpture garden and part memorial, this art environment is filled with sculptures made from scrap metal and found materials. Its theme is recognition of African American history from the first arrivals of captured Africans through slavery to the convict labor system and the Civil Rights Movement to the systemic racism and violence that persists today.

More information about the exhibit can be found at createbirmingham.org/community-arts/joe-minter.

Job Description

Create Birmingham is seeking a temporary, contracted role of gallery manager to oversee the weekly operations of the gallery space for *In Our Own Backyard*.

Dates of Commitment: September 16 – October 25, 2024. Must be available to work on-site at the Marc Steel Building Thursday – Sunday October 3 – October 20, between 9:30 AM – 6:30 PM. Times may vary slightly depending on exhibit hours and activities.

Roles and Responsibilities

- Oversee day-to-day operations, including opening and closing procedures, volunteer/vendor management and site supervision.
- Oversee the gallery during special events, such as artist receptions, gallery talks, and workshops.
- Serve as the main point of contact for visitors to the exhibit, providing support, information, and guidance.
- Additional tasks to support the exhibit and audience experience as needed.

Qualifications

- Extremely reliable with mature managerial ability. Excellent communication and interpersonal skills, with the ability to engage diverse audiences in meaningful dialogue about art.
- Ability to work independently and as part of a team.
- Passion for the arts and a genuine enthusiasm for sharing knowledge and fostering appreciation for art among visitors of all ages.

- Previous experience in art interpretation and education preferred.
- Proficiency in Microsoft Office suite and other relevant software applications. Professional writing, email, and phone etiquette.
- Ability to multitask and adapt to changing circumstances in a fast-paced environment.

Benefits

- \$35/hour (not to exceed 155 total hours)
- Discounted or complimentary access to Create Birmingham workshops and programs.
- Vibrant and creative work environment in the heart of the Titusville community.

To apply, please submit your resume, two references, and a cover letter in the form of a PDF outlining your relevant experience and why you are interested in this position to viola@createbirmingham.org by 11:59 PM Wednesday July 31, 2024.