



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/13/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director of the Bannister Gallery & Exhibitions
Status: Full-time, continuing position (may involve non-standard hours)
Grade: 10
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Chair, Art Department

PRIMARY PURPOSE:

Administer and supervise the Bannister Gallery and Art Department exhibition program (including photography and new media exhibits) in all its aspects at a high standard of professionalism. Develop the College's exhibits and related programming in traditional and new media.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Work with the Bannister Gallery Committee (composed of and chaired by faculty members of the Art Department)
- Attend all Bannister Gallery Committee meetings and write minutes to be approved by committee and distributed to faculty.
- Attend all Art Department faculty meetings
- Organize all aspects of Bannister Gallery arts events and exhibitions by working closely with and supporting the curator. These include but are not limited to independently curated exhibitions, Full-time Faculty Exhibition and/or Adjunct Faculty Exhibition, Sabbatical Exhibitions, Graduate/Honors Exhibition, Senior Exhibition, Summer Exhibitions, Yearly Art Club Auction, High School Scholastics Award Winners, National Call for Entries Juried Exhibition, Bannister Society Exhibition, and Hallway Case shows.
- With the Bannister Gallery Committee, ensure events and exhibits are scheduled in a timely fashion and during the appropriate time period (determined by the Committee). Maintain resulting calendar of Bannister Gallery scheduled art events and exhibitions and disseminate to Art Department faculty a year in advance. Update the events schedule monthly.
- Maintain professional and frequent contact with curators, exhibiting artists and/or students; communicate to curators and artists all information such as address and directions, floor plan, square footage, feasible mounting space, electrical availability, and any other necessary site details, including contact information; address and resolve any problems or changes in plans.
- With exhibiting artists, arrange shipping (including insurance), installation, de-installation and removal of art work; establish applicable timeline and ensure it progresses in a timely manner; ensure that exhibitions do not overlap and/or remove and appropriately store art work as needed; personally oversee all phases of the process to manage and address any unforeseen issues.
- Prepare space for next event/exhibition, including supervising any repairs, painting, or lighting arrangements
- Collaborate with the Bannister Gallery Committee, public relations, curator, artists, and others as needed to prepare, arrange and distribute exhibition publicity (including press releases and

photographs), publications and invitations.

- Coordinate lectures with exhibiting artists and curators.
- Curate up to two exhibitions bi-annually, not including faculty exhibitions.
- Maintain Gallery budget, records, and reports; communicate such records and report to the Bannister Gallery Committee at each meeting.
- Maintain Gallery equipment in good working order.
- Hire, train and supervise student workers as gallery monitors.
- In collaboration with the Bannister Gallery Committee, prepare and conduct workshops for seniors and Honors candidates for their exhibitions.
- In collaboration with the Media Studies faculty (or other studio faculty), prepare and conduct workshops for graduate student for their exhibitions.
- Maintain the College's Permanent Collection and related digital catalog records to enable easy searching.
- Pursue and coordinate external funding opportunities for individual exhibitions and Gallery facilities and operations in a timely fashion and in coordination with the Bannister Gallery Committee, curators, and artists (i.e. RIC Foundation, RIC Performing and Fine Arts Commission, and RISCA.) in accordance with College policy. Inform the Bannister Gallery Committee, curators and artists of any upcoming funding opportunities; report all activities and funding obtained to the Bannister Gallery Committee.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Chair, Art Department.
- Work some occasional non-standard hours.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor of Arts degree in a relevant field.

Experience:

- Gallery, curatorial or arts administration experience at a level of the significant galleries and/or museums in New England.
- Familiarity with technologies necessary for new media exhibits.
- Familiarity with the use of social media platforms for promotion.
- Experience training and supervising staff.

Skills, Knowledge, and Abilities:

- Knowledge of contemporary art.
- Excellent written and oral communication, interpersonal, and organizational skills.
- Demonstrated proficiency with Microsoft Office (especially Excel), Adobe Creative Suite, and internet-based database management software (such as Shared Shelf).
- Ability to work non-standard hours.

PREFERRED:

- Master of Arts degree in art history with graduate-level coursework in Museum Studies.
- Experience pursuing and coordinating external funding opportunities.

ENVIRONMENTAL CONDITIONS:

This position requires occasional lifting, moving, and or installation of moderately heavy pieces.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites minority applicants to identify themselves as such at the time of application.