

Visual Arts Director
Pearson Lakes Art Center
Okoboji, Iowa
www.lakesart.org

Position Type:

Full-Time (40 hours/week), unclassified (salaried)

Salary: Commensurate with experience. Benefit package available.

Position Summary:

The Visual Arts Director plays a vital role in determining and defining the organizational culture at the PLAC. The Visual Arts Director is a creative, team-oriented and audience-minded individual who will cultivate relationships with collectors, donors, professional colleagues, partner organizations, and the community to assist in furthering the mission and strategic goals of the organization. The Visual Arts Director has primary responsibility for the design and implementation of the Visual Arts program at the PLAC through curated exhibitions, programs, and projects. In addition to departmental activities, this position collaborates closely with Performing Arts and Arts Education departments with a mission to bring top-quality programming and cultural activities to the Iowa Great Lakes Region.

Primary Responsibilities:

Organization of exhibits, care of collections, and facility education, 75%

- This position is the primary caretaker of all art in the building and on the grounds.
- Responsible for the installations of art exhibitions—selecting and installing art to be shown in galleries, and consider shows as part of a year-long exhibition season
- Fundraising for acquisitions and exhibitions as necessary; works with Executive Director and staff to develop fundraising support for programs and activities especially overseeing the “Friends of Visual Arts” program
- Assists with catalog, brochure, and other publications; writes exhibition wall labels and other labels as necessary
- In charge of incoming and outgoing traveling exhibitions, when appropriate
- Works with Education and Performing Arts Departments to develop programs and activities that relate to or enhance exhibitions and installations
- Presents gallery talks and public lectures on relevant exhibitions and aspects of the permanent collection
- Cultivates relationships with collectors for possible donations of art objects
- Recruits a committee of qualified volunteer artist peer members, known as the *Visual Arts Committee*, and organizes meetings as needed to review portfolio proposals for each exhibition season
- Negotiate and authorize purchase, sale, exchange, or loan of collections
- Develop and maintain collection registration, cataloging, and basic recordkeeping systems using appropriate computer databases
- Arrange insurance coverage for objects on loan or for special exhibits, and recommend changes in coverage for the permanent collection; work with insurance carrier and underwriter
- Manage art storage areas

- Inspect premises to assess the need for repairs and to ensure that climate and pest-control issues are addressed
- Confer with Executive Director to formulate and interpret policies, to determine budget requirements, and to plan overall department operations
- Manages and maintains PLAC art reference library

Special Events, 25%

- Oversee all aspects of the PLAC summer Art in the Park event, a one-day, outdoor event that features more than 100 artists
- Plan and schedule receptions for exhibit openings and organize details including refreshments, entertainment, decorations, and the collection of any fees
- Assist staff with other PLAC events and performances as needed

Other, as needed

- Establish and carry out opening and closing procedures when needed
- Greet customers and provide individualized assistance when needed
- Attend meetings, conventions, and civic events to promote organization

Minimum Qualifications:

- Bachelor's degree
- At least two years of experience working in an art gallery, art museum, or similar non-profit organization
- Experience planning, installing, and managing art exhibitions
- Experience using collections management databases and software
- Excellent verbal and written communication skills
- Experience working with Microsoft Office software applications
- Proven ability to establish positive working relationships with staff and patrons
- Ability to lift and maneuver objects up to 30 lbs
- General understanding of information technology applicable to online tools, networked applications, and social media
- General knowledge of art history

Desirable Qualifications:

- Master's degree in art history, museum studies, or a related field or MFA in art
- Three to five years experience working in a gallery, museum, or similar non-profit organization
- Familiarity with art collection and exhibition standards and best practices
- Exceptional interpersonal skills, able to quickly develop rapport, as well as build and maintain effective long-term relationships with donors, colleagues, volunteers, and the art community
- Analytical and conceptual thinking
- Displays drive and purpose as well as demonstrates ethics and integrity
- Highly organized and attentive to detail with the ability to manage multiple projects simultaneously
- Knowledge of Midwestern art and artists, specifically in and around the Iowa Great Lakes area

TO APPLY:

Please send a letter of application, current résumé, and three references by mail to:

Bob Kirschbaum, Executive Director

Pearson Lakes Art Center

P.O. Box 255

Okoboji, IA 51355

Or by email to boxoffice@lakesart.org

The Pearson Lakes Art Center is an Equal Opportunity Employer.

About Okoboji

Okoboji is a small resort community in Northwest Iowa enhanced by the beauty of the glacier-carved lakes. Five of these majestic lakes surround the City of Okoboji making this destination ideal for numerous water sports like swimming, boating, fishing, sailing, water-skiing, canoeing, and in the winter, ice fishing, cross-country skiing, and snowmobiling. For those who prefer land activities, there is an amusement park, nearby world-class golfing, tennis, and multiple parks lined with trails and host to cozy picnic spots. There are many opportunities for entertainment with the Okoboji Summer Theatre, art galleries, live music, many festivals year-round, as well as Okoboji's wide array of shops and restaurants. For over a century, Okoboji has been a favorite destination for family vacations.

About the Pearson Lakes Art Center:

Founded in 1965 with a mission to "broaden horizons through the arts," The Pearson Lakes Art Center houses six galleries, the Lauridsen Performing Arts Theatre, Art Smart interactive gallery, classrooms, pottery room, library, and event hall.

www.lakesart.org

