



1224 Quincy St. NE - Minneapolis MN 55413 - 612.378.8888 - contact@alteredesthetics.org

Altered Esthetics is a non-profit community art gallery located in Northeast Minneapolis. We work to sustain the role of artists as a voice of society through our exhibits, events, services, workshops and programs.

Board Member Job Description

Title

Exhibitions Director

General Description

The function of the Exhibitions Director is to coordinate exhibitions, working with board members, interns, and volunteers to continue the annual group exhibition schedule.

Compensation

Board positions are voluntary. Board members receive no monetary compensation for their services.

Time Commitment

Board members serve three year terms, roughly scheduled as follows. Year one: training/transition. Year two: development. Year three: recruiting, training and transition to incoming board members.

General Duties

Board members serve for a three year term, attending monthly board meetings and working with artists, volunteers and board members to serve and further Altered Esthetics' Mission.

Application Process

Board members are recruited annually as positions open. Open positions will be posted and application open to the public. To apply for a board position please submit a completed board application along with a cover letter to board@alteredesthetics.org or send to: Altered Esthetics, 1224 Quincy Street NE, Minneapolis MN 55413. Please note the specific position to which you are applying. Board applications can be submitted in advance and kept on file for the next available opening.

Board Member Job Description (cot'd)

Specific Duties

The Exhibitions Director works with a team of interns, volunteers and board members to complete the following duties:

General/Misc

Help keep office clean during and after show setup
Work with gallery director to maintain storage organization

Exhibitions

Co-chair Exhibitions Committee
Work with the Exhibitions Committee to set exhibition schedule
Help press director with show-related updates in the general newsletter
Update show and tracking spreadsheets
Work with Artists' liaison and curators to recruit artists
Coordinating Artists for installations, etc
Work with Press Coordinator and Design Director to manage featured artist contest
Maintain show folders with artist contracts
Finish show brochures
Manage gallery lighting for specific shows
Work with promo coordinator for show signage
Make sure show is archived with photos and film (digital)
Set submission deadlines, notifying IT and Press director with changes
Notify Artists of acceptance and update them on show procedures, press, etc
Post show information to the wiki
Be present at most openings and exhibitions
Facilitate Online Gallery
Facilitate Closings when applicable
Facilitate Teardowns
Print Show Checklists

Shipping

Add Artist Addresses to Shipping Checklist
Pull boxes and supplies from storage and match boxes with works
Pack Art into original boxes or new boxes as needed
Label Boxes/Prepare for shipping
Weigh Art – note weight on checklist and on package
Add information to master online list

Interns

Curatorial Committee Notes
Help Maintain Curatorial Guide
Help Maintain Exhibition 101 Guidelines
Help Maintain Intern Guide
Work with Volunteer Coordinator for Initial Intern Meeting