



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

Gallery Director

General Description

The function of the Gallery Director is to coordinate gallery functions, working with board members, interns, and volunteers to oversee gallery operations.

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

General/Misc

- Check general messages at gallery
- Help with checking general emails as needed
- Keep office clean
- Update master inventory sheet
- Get the Mail
- Help maintain wiki archives
- Upkeep - Storage and Archives
- Track and issue gallery keys

Interns

- Help maintain Intern Guide
- Work with Assistant Gallery Director interns on individual projects
- Help Volunteer Coordinator with Initial Intern Meeting

Exhibitions

- Along with Exhibitions Director, be present at most openings and exhibitions
- Co-chair exhibitions committee
- Be present at all tear-downs
- Help maintain Exhibition 101 Guidelines

Shipping

- Note Artwork received
- Manage return shipping
- Get estimates via UPS or FEDEX or USPS
- E-mail artist the shipping estimates
- Update shipping checklist with status
- When payment is received print shipping label and schedule monthly pickup with courier
- Add labels/prepaid labels to artwork
- Update show sales and storage spreadsheets
- Order shipping supplies as needed