Gallery Director
Student Affairs Communications and Marketing

General Info
The team of student employees at Student Affairs Communications and Marketing complete creative projects to promote the programs, services and departments of JMU Student Affairs. As a Gallery Director you will serve The Union by curating and coordinating gallery shows and openings that will influence and impact the wider JMU community.

Duties and Responsibilities
- Oversee the general operations of the three gallery spaces located in The Union: The Airport Lounge, TDU Gallery, and 2nd Floor Lounge.
- Recruit, vet, and work with photographers to coordinate gallery shows and openings.
- Prepare for exhibits, including photo editing, printing, framing, installing/deinstalling and creating signage.
- Properly archive and maintain all digital files.
- Marketing responsibilities, including:
    - Advertise the opportunity to exhibit photography.
    - Manage content of The Union Galleries website.
    - Advertise via social media channels for opening receptions.
    - Maintain brand standards with proper colors, logos and fonts.
- Assist in maintaining all equipment used by the team, including the Gallery computer, large-format printer, framing equipment etc.
- Maintain additional artwork within University Unions, cycling out photos on a regular basis.
- Attend and participate in all weekly meetings, opening receptions and regular office hours.
- Document up-to-date exhibit progress and artist communication via our project management platform.
- Hold a professional and friendly demeanor when interacting with artists and Student Affairs professionals, both electronically and in person.
- Other tasks may be assigned depending on availability of projects.

Qualifications
- Appreciation for art/photography and ability to curate and coordinate exhibits
- Strong organizational skills, with the ability to coordinate and plan several simultaneous projects
- Basic proficiency in InDesign, Photoshop, and other Adobe Creative Suite software is preferred.
- Knowledge of the Mac platform and basic Mac software
- Knowledge of basic photo editing
- High attention to detail
- Ability to communicate well while remaining friendly and professional
- Ability to work well both independently and cooperatively
- Additional experience in graphic design, photography, videography, web programming or writing will be considered but is not necessary.
- *As this is a skilled position, you will be required to demonstrate adequate skills in gallery curation and basic marketing strategy.*