



May 16, 2023

Gallery and Operations Coordinator

24-32 hours a week, Temporary

Organization

McEvoy Foundation for the Arts presents exhibitions and public programs that engage, expand, and challenge themes in the McEvoy Family Collection.

Position

This is a two part role over a fixed period of time. This position guides the visitor experience through our next exhibition, ending September 2nd, while providing support and coordination to the operations manager to ensure the successful operational closure of McEvoy Arts in October. McEvoy Arts' gallery and operations coordinator is a central player in a small, dynamic staff team. The ideal candidate is independent, mature, and comfortable working in a highly collaborative, fast-paced arts production environment. The gallery and operations coordinator is the primary forward-facing position in the organization and works closely with visitors, supporters, senior and support staff, and key partners. This position reports to the operations manager while providing additional support to other departments. The gallery and operations coordinator is a temporary position with a flexible end date in early fall.

Responsibilities

Gallery

- Ensure that guests are warmly greeted and provide an exceptional level of service.
- Handle and direct calls and emails.
- Provide front-of-house coordination for events.
- Coordinate tour program and lead tours as needed.
- Ensure the care needs, safety, condition, and security of art works in the gallery with staff curator guidance.
- Assist with opening and closing the gallery.

Operations

- Support the operational closure including physical and digital asset organization as well as vendor relations.
- Coordinate the maintenance and tracking of equipment and catalog inventories.
- Conduct a variety of administrative tasks including shipping and receiving mail; organizing files; and ordering supplies.

Communications and Marketing

- Ensure gallery information about upcoming events and programs is current.
- Coordinate box office and merchandise sales. Reconcile cash and credit card sales.
- Provide data on attendance, event and tour participation, and other activities as appropriate for quarterly, seasonal, and annual engagement reports.

General

- Provide basic research, copy-editing, and written support for departments as needed.
- Occasional light lifting of packages and furniture may be required.

Qualifications

- Two or more years of higher education with at least two years of experience in an office setting.
- Strong customer service and interpersonal skills and sensitivity to a range of social, economic, and cultural perspectives, histories, and experiences.

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McEvoy Foundation for the Arts
Gallery and Operations Coordinator

- Proven organizational and time management as well as strong written and verbal communication skills.
- Personable, well-spoken, and passionate about the arts and the institution and its values.
- Knowledge of contemporary art.
- Competency in Microsoft applications including Word, Excel, PowerPoint, and at least one contact database system (FileMaker preferred.).

Schedule

The position can be offered part time, Wednesday or Thursday – Saturday, 9:30 am to 6 pm with occasional evening hours.

Salary and Benefits

\$28-\$32 an hour, commensurate with experience and qualifications. Employee benefits include employer sponsored medical, dental and vision insurance.

Application

Please submit your resume and cover letter to opportunities@mcevoyarts.org. Please include "Gallery and Operations Coordinator" in the subject header. We are accepting applications through May 30, 2023. Position open until filled. No phone calls, please.

Criminal Background Check

Due to the sensitivity and requirements of our positions, you should expect to undergo and be cleared of an employment background/criminal check, if extended an offer for employment. You may also be asked to provide proof of educational degree(s), licenses or credentials pertinent to the position.

Equal Employment Opportunity

McEvoy Arts is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive reconsideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

McEvoy Foundation for the Arts

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