



UMPQUA VALLEY ARTS ASSOCIATION
Gallery Committee Job Description

This is a three-year term - Volunteer Position
Rolling Deadline

Applicants for the position need to have the following qualifications:

- Solid background in art (example; working/exhibiting artist, art instructor, degree in art)
- Broad knowledge of *all* art media
- Broad base of artist contacts
- Familiar with current exhibits and showings in other areas in/outside the state
- Interested in the success of UVAA and desire to establish outstanding gallery exhibits
- Current UVAA member
- Ideal committee members are curious and open minded about all types/genres of artwork, from media used, to approaches/techniques of art making, and themes/content presented in work
- Advocate for UVAA's gallery programming when interfacing with members and potential members alike

Job Description:

Work with the Gallery Committee and Gallery Manager to determine Hallie Brown Ford Gallery exhibitions for the calendar year.

- Meet with the committee and/or subcommittee approximately once per quarter and more when necessary; meetings are kept to 3 hours and less
- Develop a balanced exhibition schedule
 - Generate exhibits from three sources:
 1. General call to artists
 2. Invitational
 3. General call for entries for juried shows
- Help to calendar dates of delivery, hanging, opening and retrieval of art.
- Locate potential jurors, locate and make contacts with potential artists and galleries

- Assist with prospectuses and other related documents
- Assist, if needed, with gallery hanging and art check in/out
- Help, if needed, to interpret committee decisions for a “special hanging” or put together an unscheduled exhibit
- Attendance at opening receptions

Although the committee assists the Gallery Manager in making recommendations for exhibitions, it is the responsibility of the Gallery Manager with the Executive Director to:

- Determine if the exhibits are suitable to a balanced schedule
- Determine if the work is appropriate for public presentation
- Assist to select alternative exhibitions if a contracted artist(s) becomes unavailable
- Notify the committee that there are changes to the calendar as it was initially submitted; the committee may need to reconvene to establish another exhibition or exhibition date

Please send artist statement (if applicable), resume/bio and answer the following questions in your cover letter:

1. How often do you travel to galleries, art centers, cooperatives or art festivals outside our area?
2. What do you feel you could contribute to the Gallery Committee over the next 3 years?
3. What is your vision for the galleries at UVAA?

Interested in joining the UVAA Gallery Committee?

Apply online at: uvarts.com/gallery-committee-application