



Daybreak Star Indian Cultural Center
 Post Office Box 99100, Seattle, WA 98139
 Phone: (206) 285-4425 Fax: (206) 282-3640

JOB DESCRIPTION

JOB TITLE:	Gallery Manager and Visual Arts Curator		
PROGRAM:	Administrative	FLSA STATUS:	Non-Exempt
LOCATION:	UIATF Day Break Star Indian Cultural Center	WORK SCHEDULE:	Part Time 16 hours per week
REPORTS TO:	Interim Administrative Director	PAY RANGE:	\$15+per hour DOE

JOB SUMMARY:

The Gallery Manager and Visual Arts Curator provides overall artistic vision for Curating and Managing Daybreak Star Indian Cultural Centers, Sacred Circle Gallery and Gift shop. This showcases and develops the work of local Native American Artists.

SCOPE OF WORK:

The Gallery Manager and Visual Arts Curator provides overall direction and management, as well as artistic vision for curating Daybreak Star Indian Cultural Center's Sacred Circle Gallery and Gift Shop. This project will provide a showcase for local Native American art and culture, consignment sales of Native American art to support the artists, as well as providing business skills to local Native American Artists. This is an economic development and arts cultural project for Native Americans in the Seattle area.

PROJECT DESCRIPTION:

Historically, Daybreak Star Indian Cultural Center and its Sacred Circle Gallery have been important centers for showcasing Native American Art. UIATF wishes to revive that role, using this position as the catalyst. This individual will be responsible for reviving the Sacred Circle Gallery and the Gift shop.

ESSENTIAL DUTIES:

- Curate, design, and install four innovative quarterly art exhibitions in the Sacred Circle Gallery.
 - For each exhibition, working with Native American artists and scholars, schedule programs that develop an artistically appreciative audience.
 - Establish, implement, and manage Gallery exhibition schedule, including developing artist relationships, reviewing artists' applications, hanging new shows, and hosting receptions
- Coordinate outreach and promotion of the Sacred Circle Gallery to Native American artists, the Seattle area urban Indian community, and the public at large.
 - Working with staff and volunteers, ensure that posters, press releases, and social media promote gallery exhibitions and gift shop
- Manage Gift Shop and Inventory
 - Set gift shop hours, and coordinate staff and volunteers to run gift shop, including direct supervision (may require up to 10 weekend hours)
 - Working with local Native Artists, begin a consignment plan for their art work in the gift shop, compiling and maintaining inventory, and managing pricing and sales.
 - Design on-going visual merchandising displays in the gift shop for art work and other products that relate to each current Sacred Circle Gallery Show.
 - Through established procedures, orders and receives inventory, processes, prices, displays all merchandise
 - Prepares check requests for payments to vendors, maintains vendor relationships.
 - Maintains and analyzes all financial records relevant to the shop's operation.
 - Ensures that the Gift Shop operations meet or exceeds all cash handling requirements.
 - Conducts banking requirements with accounting weekly
 - Studies ways to market the shop and increase museum attendance.
 - Greets and assists visitors to the gallery and the shop.
 - Works with other members of the business office to ensure shop is in compliance with Unrelated Business Income financial policies.
 - Attends merchandise markets when possible and works with vendors.
 - With Accounting, Compiles yearly inventories and produce profit/loss statements for organization's annual audit.
 - Writes summary for annual report.
 - May be required to work some nights and weekends.
 - Tracks Museum and store visitation and prepares monthly report for the Executive Director.
 - Attendance at work is an essential function of this position.
 - Other duties, as assigned
- Collaborate with UIATF Administration to develop and support a broad base of community participation in Sacred Circle Gallery exhibitions.
- Collaborate with staff to do financial planning and progress towards break-even operations of Sacred Circle Gallery and Gift Shop.
- Represent the Sacred Circle Gallery, Daybreak Star and UIATF with a high level of integrity and professionalism, ensuring good relations with artists, vendors, visitors, staff, volunteers, and outside organizations.
- Attend Office of Arts and Culture meetings and events that pertain to our arts program.
- Schedule tours of Daybreak Star.
- Commit to sitting on annual Seafair Pow Wow committee, (event happens 3rd weekend in July), as the Pow Wow Art Manager.

QUALIFICATIONS: EXPERIENCE, EDUCATION, LICENSES, and CERTIFICATIONS

The minimum education requirements and qualifications for this position are:

- Bachelor's Degree preferred in art related field
- 4+ years experience in retail management
- Experience in Art and Native American Art

KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS

- Excellent oral and written communication skills; ability to communicate effectively and to project a professional image when giving and taking information in writing, in person, and over the phone.
- Organizational ability with supervisory skills
- Basic Computer Skills: Microsoft office, basic data base entry
- High Level of Customer Service: Friendly, Proactive, Prompt, Professional
- Ability to lift 25 lbs.
- Understanding of Cash management and Accounting principles

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

JOB POSTING DATE: Feb. 22, 2017 CLOSING DATE: Until Filled.	APPLICATION PROCEDURE: Submit Application, Cover Letter and Resume to: Email: jobs@unitedindians.org
COMPENSATION: \$15 per Hour, up to 16 Hours per Week	APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Human Resources Or click on fillable form: COMPLETED APPLICATION
<i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i>	SUBMIT APPLICATION TO: jobs@unitedindians.org or send to United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640