



Title: Visual Arts Manager

Organization: Steamboat Creates

About Us: Founded in 1972, Steamboat Creates (formerly: Steamboat Springs Arts Council) is devoted to supporting and promoting arts and culture in the Yampa Valley, through the planning and production of arts and humanities programs and initiatives that have a positive educational and cultural impact on our community. Annual events and programming include: Steamboat Creates Creative District, Western Heritage Month, Young at Art Creativity Camps, Cabaret, Art in the Park, Visual Arts Exhibitions, Performing Arts and Literary Arts. The Steamboat Creates is a 501(c)(3) non-profit organization, supported by our annual members, audiences and local businesses. For more information, please visit www.steamboatcreates.org

Job responsibilities include but are not limited to:

- Visual Arts Programming – work with assistant and volunteer recruitment to coordinate monthly exhibitions, workshops, receptions and events associated with exhibitions
- Encourage and complete sales of artwork and collect and report data on potential collectors, visitors and art sales. Train volunteers and artists to make sales.
- Work effectively with 'Riverwalk' Collective of artists to provide top-quality visual arts exhibitions of local artists at the Depot Art Center.
- Update yearly Riverwalk contracts, Main Gallery, Bliss Hall and Platform Gallery Show contracts, Membership show applications and First Friday Artwalk (FFAW) gallery contracts. Update forms on website.
- Work with bookkeeping for billing, record keeping and art sales
- Manage applications for Steamboat Creates sponsored group shows, Riverwalk members and special exhibitions (i.e., Autumn Art, GIFT, national calls, etc.)
- Work effectively with volunteers and visual arts assistant to curate shows and jury artists for 'Riverwalk' collective and Steamboat Creates' group shows, write-up descriptions and applications for new shows, produce Show title sign, tags, name tags and insurance list for each show, take down monthly shows and organize pick up with artists, repair walls for next show, setup, work and cleanup for Depot FFAW reception.
- Help plan and organize annual Exhibition Scheduling session with Steamboat Creates input and 'Riverwalk' artists
- Effectively recruit and manage volunteers for programming and activities including: visual arts committee, FFAW, Artist Happy Hours, gallery sitting and other activities as needed.
- Visual Arts Committee: collect suggestions and distribute agenda and minutes for committees
- Gift Shop: organize, tag, keep track of inventory, sales and record for insurance
- Learn and work proficiently with eTapestry donor management system to input sales, donations and memberships
- Support for marketing outreach: FaceBook events, social media posts, Happenings, News In Brief, Chamber calendar of events, press releases, newsletter entry, as found on the marketing checklist
- FFAW Galleries: Communicate w/ galleries about upcoming events and services, organize and proof FFAW Guide, update gallery information on website
- Oversee distribution of marketing materials (i.e., posters, postcards and FFAW brochures)
- Supports volunteer liaisons and committees every month
- Sign up new members by understanding the Steamboat Creates' programming, relevance, communicating the mission and membership benefits
- Administrative and marketing support as needed including but not limited to: bi-monthly newsletter, design posters and virtual postcards for each show, promote via social media outlets, newspaper interviews, update website with monthly shows
- Compile organization's newsletter - gather information from staff, layout and send to constituents
- Be a RAST (Responsible Alcohol Service Training) Certified bartender
- Assist with fundraising efforts and be part of the fundraising team (i.e., selling ads, collecting auction items and procure sponsorships) including attending special event meetings and consult for AIP, HIR and others as needed
- Attend staff meetings
- Be kind and helpful

- Understand and communicate the mission of the Steamboat Creates and all of its programming, events and community offerings
- Work independently on a variety of projects like an octopus for art
- Works with the direction of the Program Director
- Must be able to lift 50 pounds and work in various conditions

Education and/or Experience Although Steamboat Creates does not expect applicants to present specific college degrees or diplomas, the board of directors does expect applicants to possess the abilities, knowledge and skills, and personal qualities and characteristics necessary to carry out the responsibilities and duties laid out above. While successful applicants may have enhanced their abilities, strengthened their knowledge, and sharpened their skills through a formal educational process and through experience working with for-profit and/or nonprofit organizations, it is not necessary. Computer proficiency is required.

Qualities and Characteristics

A successful candidate will demonstrate an ability to collaborate, coordinate, meet deadlines, listen carefully while also expressing their own point of view, to demonstrate flexibility as they develop a common ground for programmatic changes. It is very important to have strong written and verbal communication skills. We expect staff members to have efficient organizational and multi-tasking skills, to take initiative and work hard because of an overriding commitment to nurture the arts so creativity flourishes in the Yampa Valley through programming and events.

Salary and Benefits

Steamboat Creates will offer a salary range of \$17-20/hour depending upon qualifications and experience. Estimated hours per week: 20. Refer to employee manual for additional job expectations.

Steamboat Creates’ Anti-Discrimination Statement

“Steamboat Creates shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, gender identification or expression, or military status in any of its activities of operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, and selection of vendors and provision of services.”

Signature below indicates: you have read, understand and will execute the job description, the culture of Steamboat Creates and responsibilities. Additionally, you will represent Steamboat Creates with professionalism and kindness.

Visual Arts Manager, Name

Kim Keith

Executive Director, Name

Signature

Date

Signature

Date

