

INTERACT

About Interact

Interact Center for the Visual and Performing Arts is a progressive visual arts studio and theater company committed to artistic excellence and radical inclusion. Our work challenges perceptions of disability. At Interact, artists with and without disabilities work side by side every day as peer creators to express disability as an experience of profound fullness rather than lack. We are a 501(c)(3) organization.

About the Position

Gallery Archivist and Collections Manager

This is a one-year, grant-funded position that is eligible for vacation accrual. 24 hours per week, \$25 per hour.

Interact seeks an Archivist and Collections Manager who will work in collaboration with the Gallery Director and Visual Arts Department to advance the recognition of the visual artists at Interact. This position is responsible for inventorying, organizing, documenting, and maintaining the physical and digital collections of artist work spanning the 20 years of the Interact Visual Arts Department. In the coming year, the Gallery will continue to develop exhibitions; form community partnerships; and further promote our online store, shop.interactcenter.org/.

Artists at Interact work across disciplines, including painting, drawing, graphics, bookmaking, comics, fibers, and ceramics. The Archivist and Collections Manager will help to devise strategies for bringing this vast collection into a more public arena, as well as to develop systems for doing so. Working with the Gallery Director, Visual Arts Department, Advancement Department, and Accounting Department, they will also help to prepare and mount exhibitions; organize receptions; compose marketing and social media content; and manage sales transactions and requests. The role requires quick and patient responsiveness.

We would especially like to work with an artist who has a knack for organization, or a creative thinker who is meticulous, organized, and excited to delve into a singularly interesting collection. In this role, there is the potential to get involved with disability advocacy and to think more deeply about the generative qualities that progressive arts studios bring to the larger arts community. The Archivist and Collections Manager will join our staff at an exciting time, as they will help to shape the direction of the Visual Arts program for future years.

Responsibilities

- Organizing, documenting, and maintaining physical artwork and corresponding digital inventories.
- Ensuring that staff in other departments have access to the collection and giving basic demonstrations.
- Coordinating use of artwork storage area by organizing unprocessed collections.
- In collaboration with the Gallery Director and Visual Arts Department, developing and implementing long-term collections management plans.
- Performing basic artwork conservation.
- Preparing for exhibitions, including documenting, inventorying, framing, matting, and installing artworks.
- Performing a wide range of administrative tasks including processing sales, fulfilling image requests from both staff and external entities, facilitating commissions, creating social media content, and ordering supplies.

An ideal candidate will have:

- A passion for Interact's mission of radical inclusivity and changing perceptions of disability through art.
- 1-2 years of relevant experience in a gallery or similar environment.
- Masters in Arts Administration or MFA.
- Knowledge of collection and art inventory system management best practices.
- Strong organizational and creative problem-solving skills, attention to detail, and work ethic.
- Gallery preparation experience, including framing, matting, and photography skills.
- Working knowledge of social media marketing and ecommerce.
- Ability to manage workflow independently and proactively in a fast-paced environment.
- Demonstrated ability to work with people from diverse racial, ethnic, and economic backgrounds.
- Ability to work a flexible schedule, including some nights and weekends, as part of a small, dedicated team.

All candidates must:

- Have a Bachelor's degree in art, art history, or relevant field.
- Be proficient in Microsoft Office Suite and Adobe Suite.
- Be able to lift up to 50 pounds, climb a ladder, stoop and reach in a variety of physical locations.
- Pass a required background check prior to hiring.
- Participate in all required social services and state licensing training including but not limited to: CPR/AED and first aid training, bloodborne pathogens training, and medication certification (when applicable).
- Follow all policies and procedures to ensure client artists are in a safe and supportive environment at all times.

Please email the following to brittany@interactcenter.com with “Gallery Archivist & Collections Manager” as the subject line:

- **Cover letter**
- **List of three references**
- **Resume or CV**

Applications will be considered on a rolling basis, with priority given to early applications. Please send all materials by September 1, 2019.