

Co-ordinator's Job Description

This job description is off the top of my head and therefore not terribly organized. I will mention the specific tasks a co-ordinator must do and point out the qualities that might be desirable in carrying out the duties of the position.

The co-ordinator must be on hand to sit in the gallery during hours. Since it is not possible to do all that is required while there the co-ordinator must also have free time to devote to gallery work other than the specified hours. Since CBC and other people can rarely make it to the gallery at our convenience the co-ordinator must be ready to open the gallery at their convenience. He or she must also be able to get keys to groups using the gallery during evenings and getting them back.

The co-ordinator is responsible for the physical plant of the gallery. He or she must maintain the space by shovelling snow in the winter (even on closed gallery days) and taking out the garbage. He or she must see to it that supplies are purchased and on hand. He or she must see that oil deliveries are made which has been a problem since the oil must be delivered through the gallery premises. Window washing, floor sweeping and floor mopping as well as patching and spot painting are done by the co-ordinator. Should anything occur to the space the co-ordinator must contact the landlord and insurance people and arrange for repair.

The co-ordinator is responsible for taking down all exhibits. Art objects must be wrapped and properly stored. The co-ordinator is also responsible for hanging all exhibits and preparing the gallery space for hanging. For an upcoming show he or she must prepare the opening by arranging for a liquor special occasion license which must be bought in Dartmouth. He or she must also get the wine (or other beverage) to the gallery. (Wine must be purchased at the Strawberry Hill Store). Napkins, plates, cups and food are the responsibility of the co-ordinator. All glasses are rewashed by the co-ordinator and recycled. The co-ordinator is responsible for the opening reception. He or she must be present beforehand and be the last to leave.

The co-ordinator is responsible for all gallery correspondence. He or she should be good at letter-composing and be able to type. A typewriter is desirable as well since the gallery does not own one. The co-ordinator must be able to file things properly and keep good records of publicity, press releases, past shows etc.

The co-ordinator is responsible for the upkeep of the bulletin board. He or she must be available to help interested parties with the slide bank when it goes into operation.

The co-ordinator must be able and willing to answer questions and help the public who come to the gallery. He or she should be diplomatic as there are sometimes unruly teenagers and drunks who come to the gallery and have to be dealt with carefully.

The co-ordinator must attend all Board meetings and is responsible for setting up the agenda. Any exhibit proposals must be accepted by the co-ordinator along with a statement from the artist.

The co-ordinator is responsible for any emergencies which may arise (such as vandalism) and should be prepared to deal with them immediately.

The co-ordinator is responsible for the mailing list and must see that names entered in the guest book are transferred to the master list. From time to time it is necessary to go to Mahon's to have the appropriate lists xeroxed on labels.

The co-ordinator is responsible for purchasing all equipment: Lightbulbs, screws, wire, plastic, paper, envelopes, tools, toilet paper etc. etc.

A car in my opinion is a must. There is a lot of running around from xeroxing to the post office to the printer to the hardware store.

Publicity ability is essential. The co-ordinator writes the press releases and exhibit announcements. He or she must be able to arrange radio and TV publicity and get announcements in to newspapers and guides on time.

Some experience in graphics is desirable as the co-ordinator must make many choices concerning the printing of cards, posters, layout of ads and the like. He or she must also be able to pick up and deliver work to and from the printer.

The co-ordinator must be able to keep the finances in good order. A financial report must be made to the Board of Directors each month. All bills must be paid by the co-ordinator such as rent, oil, phone, advertising, printing etc. The co-ordinator also pays himself approximately once a month. All deposits and petty cash transactions must be made by the co-ordinator at the Bank, obviously not while the gallery is open. The co-ordinator must be able to balance the books and keep track of the money. He or she must be responsible for paying the Provincial Tax Commission every three months. He or she must keep records of all sales and give the correct percentage to the artist, gallery and tax commission respectively.

The co-ordinator is responsible for writing all briefs. He or she must also send in a report to the Canada Council to receive the money installments. Any other requests for funding may be the responsibility of the co-ordinator if the Board so directs.

The co-ordinator must tell people asking for shows whether they have been successful by word of mouth or in a letter.

The co-ordinator is responsible for the good condition of the work kept in the backroom.

The co-ordinator attends the monthly meetings of Halifax-Dartmouth Public Gallery Curators.

The co-ordinator must arrange to give gallery keys and collect them from

members who sit in the gallery on Saturdays.

The co-ordinator must contact the Provincial Art Bank each show to arrange for a visit.

Keeps order in the gallery--washes ashtrays, dusts shelves, takes out garbage. The latter is a problem since the truck comes by the gallery at 8 a.m. Tuesday morning.

The co-ordinator must be strong and able to lift work and move partitions and other heavy objects.

Gallery experience is desirable as is some journalistic ability. The ability to organize is essential and the person chosen should be above all, dependable.

Respectfully Submitted,

Julia Schmitt Healy