

**EXHIBITION COORDINATOR - TORPEDO FACTORY ART CENTER,
CITY OF ALEXANDRIA OFFICE OF THE ARTS**

January 7, 2025 – January 27, 2025, or filled



City of Alexandria
**OFFICE OF
THE ARTS**

Description: Five (5) days a week, 40 hours, Saturday - Wednesday, eight (8) hour days from 9:45am-6:45pm with 30 min lunch break. Additional occasional evenings for programming / events with potential to flex hours. This position is considered temporary but may last up to two (2) years or longer. This position shall provide outstanding customer service, professionalism, accountability, teamwork, be a self-starter, and maintain quality in a fast-paced changing environment. The Exhibition Coordinator is responsible for coordination of exhibitions in the Target Gallery, in Torpedo Factory Art Center (TFAC), and additional gallery/exhibition locations around the City of Alexandria.

Hourly, \$25-\$30 based on experience

Reports to Office of the Arts Curator of Artistic Advancement (and manager for Torpedo Factory Art Center).

Duties:

1. Gallery maintenance, including maintaining a clutter-free work environment, maintaining tool storage and art storage, ensuring working electronics as part of exhibitions, and recommending supply needs.
2. Provides support and act as liaison for jurors, artists, researchers, and creatives involved in exhibitions and Open Call.
3. Acts as one of several gallery monitors. Maintain, and share, documents and information for other staff so they may operate the gallery.
4. Coordinates logistical needs, including scheduling/supporting transportation and installation of exhibits/art with artists/partners/vendors.
5. Assisting with exhibit installation/de-installation to include painting walls, hanging artwork, packing/unpacking art, installing projectors, lighting, signs/labels, or other technology.
6. Assist with delivery, collection, and organization of loan agreements and other paperwork.
7. On select days act as Manager on Duty (MOD) for the TFAC (opening and closing the building and assisting with facility needs) and/or supports the MOD (training provided).
8. Monitor for safety of art and people. Ensure all fire codes, ABC law, and local/federal laws are followed as related to duties.
9. Ensure vendors and artists are paid in a timely manner (training provided).
10. Attend exhibition-related meetings and occasional staff meetings.
11. Assist marketing staff with exhibition information updates for marketing, graphics and signs.
12. Maintain files for exhibitions and gallery metrics such as door count and guest books.
13. Support and occasionally manage exhibition receptions.
14. Work with other arts staff members on projects, providing additional opportunities.
15. Keeps up to date on office terminology and technology particularly as directed by the City.
16. Follows procedures and makes recommendations for new procedures.
17. Performs related work as required.

Potential to manage exhibitions, including selection of themes, jurors, partners, art layouts, and more.

Preferred background:

- Bachelor's Degree (or near completion of it), particularly in art, arts management, or related field.
- Experience in exhibition creation, gallery/museum coordination or management.
- Good interpersonal and logistical skills.

Interested individuals should email a letter of interest and resumé to torpedofactory@alexandriava.gov with the statement "EXHIBITIONS COORDINATOR POSITION" in the email subject. Questions may also be directed to torpedofactory@alexandriava.gov. This position shall be through a third-party workforce contractor.