

## Part-time Gallery Director Position

The Joan Hisaoka Healing Arts Gallery supports the understanding and the utilization of the arts as tools for personal, community and global healing. The gallery is committed to ongoing excellence in visual art exhibitions, site-specific collaborations, lectures, community dialogue, special events and publications. We are a non-profit gallery and believe that the arts have the power to unite, uplift, teach, build communities, transform lives, inspire and heal. The non-profit gallery is a project of Smith Farm Center for Healing and the Arts, a nonprofit health, education and creative arts organization that serves individuals, families and communities affected by cancer and other serious illnesses. Please visit our website at: [www.smithfarm.com](http://www.smithfarm.com) for more information about Smith Farm Center and our programs.

**Job Description:** The Gallery Director is responsible for all day-to-day operations of the Joan Hisaoka Healing Arts Gallery, and reports to the Smith Farm Center Executive Director. Areas of responsibility include: financial

management of the gallery, including but not limited to: budget planning, gallery sales, grant writing, fundraising, invoicing, etc; working with the Executive Director to select and implement programming for the primary exhibition space and secondary gallery space; coordinating and overseeing the production and dissemination of publicity materials and publications; developing and maintaining partnerships within the local and national arts communities and organizations; developing and maintaining an arts and healthcare consultancy; securing and supervising volunteers, interns and staff; maintaining gallery premises and equipment; event planning for gallery openings, talks and other events; and all other duties as required by the Executive Director.

This position is an excellent opportunity for an artist or curator with a strong interest in arts and healing, arts administration, and contemporary visual art practices.

#### Educational Requirements and Assets:

- Minimum Bachelor of Fine Arts, Art History or equivalent post-secondary visual arts education;

- Some experience with art centers and/or non-profit organizations;
- A background in arts administration and management is considered an asset;
- A solid understanding of contemporary visual art and related disciplines;
- Previous successful grant writing and fundraising experience;
- Familiarity with basic accounting principles;
- Excellent communication, presentation, writing, editing and time management skills;
- Working knowledge of Mac software and Microsoft Office Suite;
- A mature, positive attitude and ability to work independently in a cooperative environment;

Application Process: Interested candidates are asked to submit a cover letter (two pages maximum) including a brief description of the applicants' knowledge of the Joan Hisaoka Gallery, interest in arts and healing, detailed understanding of the position and skills required, resume, and up to one writing sample (500 words maximum each) in confidence to the above address.

Please email to [michelle@smithfarm.com](mailto:michelle@smithfarm.com)

The Joan Hisaoka Gallery is an equal opportunity employer. We thank all applicants for their interest in this position, though only those selected for an interview will be contacted.

5/18/09