



37 Sudden St., Watsonville, CA 95076
Phone: (831) 722-3062 - <http://pvarts.org/>
Gallery Hours: Friday – Sunday 11am–4pm
By appointment only

Executive Director: Valéria Miranda
Office Manager: Brianna Flores
Exhibit Coordinator: Hedwig M. Heerschop

PAJARO VALLEY ARTS GALLERY COORDINATOR

The Gallery Coordinator is an at-will Spanish bilingual position, 25 hours per week, that handles all aspects of holding the Pajaro Valley Gallery open during its regular hours while an exhibit is in place. This position's first responsibility is to greet and serve visitors to the gallery, including scheduling tours for schoolgroups and other groups as requested. The position assists the business of PVA and gallery operations as specified below. The Gallery Coordinator must be available to work weekends during exhibits.

SPECIFIC DUTIES:

General Office

- Become familiar with PVA operations as a nonprofit 501(c)(3) corporation, including its history and mission, and policies.
- Check and respond to phone messages and emails daily.
- Open, process, and sort daily mail.
- Provide photocopied materials as requested.
- Maintain filing systems in office.
- Monitor supplies and purchase as necessary.
- Maintain accounting for all sales of artwork and prepare deposits.
- Process Art and merchandise sales. Process receipts for check, cash, or credit card payments.
- Enter all income in database and produce batch reports deposit sheet for Office Manager.
- Maintain exhibit attendance record for gallery exhibits and all PVA events and programs.
- Represent PVA at off-site events/meetings when necessary.
- Supervise office volunteers.
- Keep petty cash and sales box balances current.

Gallery and Facilities

- Maintain professional, supportive, and calm manner with public, other staff, and volunteers.
- Open and close the gallery on assigned days and times.
- Greet visitors to the gallery graciously.
- Answer phone during gallery hours.
- Handle sales of artwork, including credit card sales.
- Keeps building and grounds clean and free of clutter, open containers of food stuffs or liquids.
- Keep restrooms clean and stocked with supplies.
- Vacuum and dust as needed, or assign to volunteers.
- Keep gallery stocked with brochures, membership forms, exhibit schedules, and other timely collateral.
- Serve as back up for other staff, and in form Supervisor whenever you need back up due to high volume or time-off needs.
- Notify the City or the police of urgent conditions or circumstances and notify the Board via email of any such actions. Serve as the main emergency contact for PVA.

Donations/Fund Drives

- Provide support for fund drives, both clerical and administrative.
- Process donations
 - Monitor database entries for each donation.
 - Generate membership acknowledgement and donor thank you letters and membership cards (within 7 days of receipt).
 - Generate art sales acknowledgement letters (to artists).
- Perform database queries as needed; generate reports using Sumac.
- Process monthly pledge donations.
- Send membership renewal letters each month.

Mailings

- Create mailing labels for bulk mailings and fund drives.

Exhibit Support

- Learn about each exhibit: Meet with Curators to develop a basic understanding of each exhibit, its purpose and vision and the artworks included. This may include reading, as well as learning about art mediums.
- Be prepared to speak in an informed manner to the public about the exhibit, answering general questions.
- Docent tours: Make and keep a schedule of appointments for tours of the gallery, conduct these tours for students as requested by their teachers. Open the gallery for Curator tours off-hours if the Curator, specific Board or Gallery Committee members are unavailable.
- Translate or supervise the translation of exhibit materials into Spanish.

- Generate monthly gift shop sales reports for payment processing.
- Monitor gift shop merchandise and report to gift shop manager.
- Work with Exhibit Curators, Exhibit Coordinator, and volunteers to create and proofread artwork labels, educational materials, price lists and nametags.
- Receptions/Events: Assist with gallery receptions, directing volunteers, assisting with sales and ensuring that setups and cleanups are done and all food stuffs and recycling are properly disposed.

Reports

- Keep supervisor informed of progress and any needs for the office and administration.
- Produce reports needed to pay artist commissions.
- Cooperate and communicate regularly with other staff to keep each other informed about workloads and completed jobs.
- Create annual attendance reports; and as needed for grant reports.

NECESSARY SKILLS AND KNOWLEDGE:

- Excellent written and spoken English and Spanish.
- Skilled with the Microsoft Office Suite (Word, Excel, Power Point, etc.)
- Skilled in the use of databases and accounting software; and/or ability to learn new databases and accounting software (Sumac, QuickBooks).
- Excellent computer skills, including organizing files into folders, retrieving saved files.
- General office, including business correspondence and filing.
- Answer phones with professional manner.
- Engage public with professional manner.

Abilities:

- Ability to speak read and write Spanish is highly desirable
- Effectively communicate both orally and in writing
- Effectively prioritize and meet conflicting deadlines
- Anticipate and positively resolve problems

Wages: \$18-\$20 hourly

Pajaro Valley Arts is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.