

## **Director, Second Street Gallery**

<http://www.secondstreetgallery.org/>

Reports to: Executive Committee of the Board

Founded in 1973, Second Street Gallery is the oldest nonprofit [501(c)(3)] contemporary art space in Central Virginia and one of the oldest in the country.

SSG's primary mission is to enliven Virginia through access to the best in contemporary art and artists and to inspire new ways of thinking, seeing, and doing.

### ***Position Description***

**The Director of Second Street Gallery (“SSG”) has two primary responsibilities: first, to promote the mission of the gallery through the planning and implementation of programs and policies adopted by SSG’s board; second, to lead the curatorial agenda that differentiates SSG from other art spaces in central Virginia.**

- 1. The Director serves as the chief executive and chief curator of SSG. He/she reports to the Executive Committee of the Board and oversees day–today operations.**
- 2. In conjunction with staff and the Board, the Director is responsible for the overall direction of the gallery as well as the implementation of the gallery’s strategic plan.**
- 3. The Director is the curatorial visionary for SSG and is the steward of the gallery’s cultural agenda, community outreach and public service.**
- 4. The Director is the leader and embodiment of SSG through interaction with the art community, members, visitors, donors, community organizations and the media.**

### **Curatorial Responsibilities**

- Continue to develop and refine SSG’s leading role in bringing contemporary art and supporting artists in Central VA.**
- Lead the curatorial effort for all artistic programming with a clear sense of SSG’s mission.**
- Regularly engage the board regarding curatorial decision making practices and decisions.**

### **Management and Development Responsibilities**

- Serve as managing director of SSG with special responsibility for budget and staff oversight and direction.**
- Act as the chief development officer of SSG in fundraising. This includes direct coordination with Board of Directors and committees to generate annual giving, major gifts, grants, corporate donors and foundation gifts as well as develop new programs and strategies to maximize fundraising levels.**
- Work with staff to develop and enhance donor database.**

## **Programming and Communications Responsibilities**

- **Work with staff to manage and develop outreach, educational and service programming for the public and for artists.**
- **Work with staff to develop and manage events for SSG membership.**
- **Lead SSG's public relations efforts using all available media channels (including the SSG web site) to build awareness and commitment to SSG's programs and mission.**

## **General Responsibilities**

- **Working with the Executive Committee, draft an annual operating budget that accomplishes the goals agreed by the board and staff.**
- **Manage and support all gallery staff and volunteers in running the key areas of the gallery.**
- **Make all necessary reports to the SSG board regarding gallery operations and finance.**
- **Support recruitment and development of new Board members.**
- **Provide regular feedback on staff performance and development.**
- **Attend Executive Committee meetings when requested.**

## ***Position Qualifications***

**Five or more years experience working in a museum and/or contemporary art space with a budget in excess of \$200K and programs number in excess of 30 per year. Direct responsibility in the areas of curatorial management, business development and gallery operations, including:**

- **A history of curatorial achievement within the museum and/or contemporary gallery world that matches the schedule, sensibility and mission of SSG.**
- **Experience managing, collaborating with and developing programs for the multiple stakeholders that make up a contemporary art gallery's community including donors, artists, membership, volunteers, board members and local media.**
- **A track record of successful development and fund raising to meet financial goals.**
- **Preparing fiscal budgets (revenues and expenses) and integrating long term strategic plans with short term deliverables.**
- **Managing a staff and volunteers in a fast paced, entrepreneurial environment.**
- **Direct experience collaborating with and managing a volunteer Board of Directors.**
- **An MA with a focus on art history from a leading institution.**

**Please submit a cover letter together with your resume and salary history to:**

**[Delgados02@yahoo.com](mailto:Delgados02@yahoo.com) or**

**Second Street Gallery**

**115 Second Street SE  
Charlottesville, VA 22902**

**ATTN: DIRECTOR SEARCH**