



The ALG Gallery, 1302 Dragon St. Dallas, TX 75207

## **Job Description**

**Role** - Commercial Gallerist, Gallery Manager

**Location** - Dallas, Texas

**Hours** - 40 hours over 5 days (Monday – Friday, including two Saturdays per month) and some evenings as events require

**Salary** - \$50,000 - 65,000 plus commission on art sales

**Employment basis** - Permanent, full-time

**Benefits** - Three weeks paid vacation after six months of employment

## **What is the key purpose of my role at The ALG Fine Art Gallery**

This role is key to working harmoniously alongside a team of artists using your artistic awareness, business acumen and interpersonal skills to ensure the smooth daily running of the art gallery.

The ALG Fine Art Gallery, a dynamic art space located in the Dallas Design District, seeks an accomplished and driven Gallerist to play a pivotal role in curating, managing, and promoting our vibrant artwork and exhibitions while maintaining our supportive, pro-creative culture. Reporting to the Non-Executive Director and Owner/Gallery Director, the Gallerist will help lead the artistic vision, manage and drive sales and marketing activities, and communicate directly with artists, clients and dealers to ensure the seamless operation of the gallery.

A key aspect of your role will be discovering and curating art and artists alongside the Gallery Director to enhance the gallery's space and reputation, focusing on driving gallery traffic and generating revenue from artwork sales. Your role will be varied as we are a smaller private gallery.

The Gallerist will also oversee and manage the gallery's budget and ensure that stringent financial controls are kept, and our internal processes are strictly followed.

We are committed to providing a safe and supportive environment for artists, employees, and all who enter our doors.

## Person Specification

OR	Criteria
<b>Education</b>	B.A. or M.A. or other qualification(+) in Art History
	B.A. or M.A.+ Arts Management, Interdisciplinary Arts & Design
	B.A. or M.A.+ Business Management
	B.A. or M.A.+ Fine Art, Visual Art, Graphic Design
<b>Experience</b>	Proven experience as a Commercial Gallerist/Gallery Manager or in a similar role within the art industry
	Sales Experience- 3 years required
	Exceptional curatorial and organizational abilities
	In-depth knowledge of the art market and industry trends, especially in and around Dallas, TX
	Excellent communication and networking skills.
	B.A. or M.A. in Business, Art History, Fine Arts or related field
<b>Skills, Abilities, Knowledge</b>	<b>Sales and Marketing</b>
	<ul style="list-style-type: none"> <li>Strong sales and negotiation skills</li> </ul>
	<ul style="list-style-type: none"> <li>Promote and market gallery, artists, exhibitions and events with a strategic approach across gallery platforms</li> </ul>
	<ul style="list-style-type: none"> <li>Develop strategies to attract, nurture and maintain collectors and buyers</li> </ul>
	<ul style="list-style-type: none"> <li>Handle sales transactions and negotiations with artists, collectors and art dealers with finesse</li> </ul>
	<b>Curatorial Duties</b>
	<ul style="list-style-type: none"> <li>Select and curate artworks for exhibitions, aligning with the gallery's artistic vision</li> </ul>
	<ul style="list-style-type: none"> <li>Collaborate with artists to plan and organize compelling and innovative shows</li> </ul>
	<ul style="list-style-type: none"> <li>Develop a coherent and engaging exhibition and event schedule that resonates with our audience</li> </ul>
	<ul style="list-style-type: none"> <li>Identify and facilitate relationships with new artists for inclusion in gallery shows, and when needed, for inclusion in resident artist program, demonstrating a keen eye for emerging talent</li> </ul>
	<b>Exhibition Planning</b>

	<ul style="list-style-type: none"> <li>Design and arrange exhibition layouts to maximize visual impact alongside the Gallery Director</li> </ul>
	<ul style="list-style-type: none"> <li>Coordinate with artists on the presentation of their work, ensuring a harmonious and captivating display</li> </ul>
	<ul style="list-style-type: none"> <li>Manage logistics of installing and de-installing exhibitions with precision.</li> </ul>
	<ul style="list-style-type: none"> <li>Create, send and manage strategic invitations for events both on paper and digitally across email and social platforms, including Eventbrite.</li> </ul>
	<ul style="list-style-type: none"> <li>Write and release a captivating press release capturing the spirit of the show</li> </ul>
	<ul style="list-style-type: none"> <li>Coordinate event details like timeline, catering needs, and day-of activities</li> </ul>
	<ul style="list-style-type: none"> <li>Promote the event effectively across gallery platforms</li> </ul>
	<b>Client Relations</b>
	<ul style="list-style-type: none"> <li>Build, nurture and maintain relationships with collectors, buyers, and art enthusiasts</li> </ul>
	<ul style="list-style-type: none"> <li>Provide information about artists and artworks to potential buyers</li> </ul>
	<ul style="list-style-type: none"> <li>Offer guidance to clients in building their art collections</li> </ul>
	<b>Gallery Management</b>
	<ul style="list-style-type: none"> <li>Oversee day-to-day operations, ensuring efficiency and excellence</li> </ul>
	<ul style="list-style-type: none"> <li>Manage gallery staff, sales associates, repairmen, and contract workers as they are used</li> </ul>
	<ul style="list-style-type: none"> <li>Conduct budgeting and financial management with a focus on profitability</li> </ul>
	<b>Networking</b>
	<ul style="list-style-type: none"> <li>Attend art fairs, gallery openings, and art-related events to network and stay informed about industry trends</li> </ul>
	<ul style="list-style-type: none"> <li>Build relationships with other galleries, artists and industry professionals</li> </ul>
	<b>Art Market Knowledge</b>
	<ul style="list-style-type: none"> <li>Stay informed about trends in the art market nationwide as well as locally</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct research on artists, art movements and market demand</li> </ul>
	<b>Legal and Administrative Tasks</b>
	<ul style="list-style-type: none"> <li>• Handle contracts and legal agreements with artists</li> </ul>
	<ul style="list-style-type: none"> <li>• Manage paperwork, including inventory records and sales documentation</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant laws and regulations</li> </ul>
	<b>Public Relations</b>
	<ul style="list-style-type: none"> <li>• Represent the gallery in the media with a strong and positive presence</li> </ul>
	<ul style="list-style-type: none"> <li>• Cultivate relationships with journalists and art critics</li> </ul>
	<ul style="list-style-type: none"> <li>• Manage the gallery's public image with strategic PR initiatives.</li> </ul>
	<ul style="list-style-type: none"> <li>• Create and release a press release for each major exhibition</li> </ul>
	<b>Educational Initiatives</b>
	<ul style="list-style-type: none"> <li>• Organize artist talks, workshops, and educational events to engage the community</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide educational materials and information to visitors, fostering a deeper understanding of the exhibited artworks</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Great team player and communicator</li> </ul>
	<ul style="list-style-type: none"> <li>• Proactive, self-motivated</li> </ul>
	<ul style="list-style-type: none"> <li>• Quick learner</li> </ul>
	<ul style="list-style-type: none"> <li>• Friendly, outgoing and approachable</li> </ul>
	<ul style="list-style-type: none"> <li>• Passionate about providing great experiences of artists and buyers</li> </ul>
	<ul style="list-style-type: none"> <li>• Flexible and adaptable</li> </ul>
	<ul style="list-style-type: none"> <li>• Trustworthy: able to work with highly confidential, sensitive information and ensure it is kept secure</li> </ul>

**The role holder will need to provide two satisfactory references, along with their Right to Work in the USA.**

**To Apply:** Please submit your resume, a cover letter outlining your relevant experience, and a portfolio of curated exhibitions or similar to [jo@jogrobbelaar.com](mailto:jo@jogrobbelaar.com).

ALG Fine Art Gallery is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.