



Annmarie Sculpture Garden & Arts Center
Koenig Private Foundation, Inc. & Ann's Circle Inc.

13470 Dowell Road, Solomons, MD 20688

jobs@annmariegarden.org

Title: **Program & Exhibit Specialist**

DEADLINE to APPLY: January 8, 2021

Schedule: full-time position; 40 hours/week
hours will vary according to program & event schedule; will include weekends & evenings

Compensation: salaried position; range \$32,000-48,000 per annum, depending on experience; includes benefits

To apply: Submit cover letter, [Annmarie Application](#), resume & three professional references to jobs@annmariegarden.org.

Job Summary: This position works closely with the Curator of Public Programs and plays a key role in the development and delivery of Annmarie's many exhibits, classes, camps, programs, and events. Given the many artistic demands inherent in this job, it is ideally suited to a wildly creative and artistic person, someone who is committed to our mission of community arts programming. From designing and installing exhibits, to developing and leading a summer camp, to building and installing an installation for our light show, this position requires a person who lives and breathes a creative and artistic life. This position is not for the faint of heart. This is a very demanding position, physically, intellectually, creatively, and timewise. The candidate must be committed fully to the mission of the organization and be ready to work hard to support the mission. The work will take you to all corners of the 50 acre property, inside and outside, days and evenings, up and down ladders, rain and shine, cold and heat. If you are committed to the importance of community arts, and wish to use your talents and training to this end, then we invite you to apply.

The Ideal Candidate: the ideal candidate has a B.A. or M.A. in fine arts, studio arts, or related field, and is tireless in their passion for arts education, program development and delivery, teaching, and exhibit production. The ideal candidate will have training and experience in gallery management, including loans, art handling, exhibit design and installation. Experience designing and leading classes for different ages is also desired. Ideal candidate must possess solid computer skills, including Adobe, Outlook, Excel, Word, etc. The ideal candidate must enjoy interacting with guests of all ages and sharing their love of the arts. In a nutshell, the ideal candidate must be multi-talented and able and willing to support a broad range of creative duties at Annmarie. If you have the education, passion, creativity, and an extraordinary work ethic, we invite you to apply. Finally, please be advised, we are looking for someone who wants to commit to this organization and community for the long haul. There is a steep learning curve, so Annmarie is not a good place for short term employment. We look forward to hearing from qualified candidates!

Primary responsibilities:

- Exhibits – works closely with Curator of Public Programs and other senior staff to develop exhibit schedule; manages all aspects of the exhibit process, including the application and jurying process, manages all loans including paperwork, condition reports, and shipping; unpacks all artwork; designs and installs exhibits, etc.
- Programs – works closely with the Curator of Public and other staff to develop, produce, and work our busy program schedule
- Classes & Summer Camps – develops and teaches classes for all ages and abilities;
- Field Trips & Group Tours – develops and leads field trip and group tour programs for all ages;
- Clay Studio - helps manage the operation of the Clay Studio, including teaching, maintenance of supplies and equipment, firing of kilns, etc;
- Events – works closely with Curator of Public Programs and other staff to develop, produce, and deliver all aspects of our busy event schedule. In particular, takes on significant responsibility in the creation of light installations for Garden In Lights.

- Teen Counselor In Training Program – manages the teen volunteer program, including screening, communicating, scheduling, and supervising.

Other Duties

Attends weekly staff meetings; presents work requests and maintenance requests in order to coordinate staff, supplies, repair, and equipment; staff front desk or gift shop as needed; perform basic janitorial duties in galleries, bathrooms, and classrooms; other duties as assigned.

Knowledge, Abilities and Skills to—

- Must be able to follow oral and written instructions; must be proficient in Adobe, WORD, Outlook, Excel, and other basic office software.
- Must be knowledgeable about art supplies, materials, processes, tools, and media.
- Must be comfortable and competent teaching and managing a classroom.
- Must be comfortable working with all ages and abilities.
- Must be able to deal politely with the volunteers, faculty, CITs, and guests;
- must be able to work carefully around works of art and special equipment;
- must be able to work independently with little or no supervision.

Computer Skills:

- requires excellent computer skills, including Microsoft Office, Outlook, Excel, Adobe, Photoshop, InDesign, and Illustrator.
- Familiarity with various social media sites (facebook, Twitter, Instagram, etc) a plus!

Work Schedule: full time demanding position; hours vary according to program and special event schedule, includes weekends and evenings.

Minimum qualifications: Bachelor's degree in studio arts, fine arts or a related field; at least 3 years of experience in arts environment.

Licenses or Certificates: Valid driver's license, with clean record.

Special requirements: Operation of Garden owned vehicles; subject to background investigation and finger-printing.

Physical Demands:

- Must be able to lift medium loads when setting up for events and programs, including single-handedly setting up 8' tables, tents, and numerous chairs for classes, programs and events.
- Must be able to answer phones, run cash register, and POS.
- Must be able to perform basic janitorial tasks
- Must be able to climb a ladder to adjust gallery lights and install displays for light show
- Must be able to work inside and outside in all weather;

Unusual demands:

- Work includes weekends and evenings
- Must work all major events, including Artsfest, Garden in Lights, Fairy Festival, Mud Day, etc.
- Must be able to work outside, in the woods and lawns of Annmarie.

12/22/2020