

Carroll County Arts Council

91 West Main Street
Westminster, MD 21157
410-848-7272



JOB TITLE: Visual Arts Coordinator

STATUS: Exempt, Full-Time, 40-hours per week

REPORTS TO: Executive Director

LOCATION: Fully In-person, Carroll Arts Center, 91 West Main St. Westminster, MD 21157

COMPENSATION: \$46,000 to \$52,000 annually (depending on experience)

SCHEDULE: This role requires a flexible schedule, Monday through Saturday, including late evenings and occasional Sundays.

HOW TO APPLY: All prospective applicants should email a cover letter, resume and recent work sample addressed to Executive Director Stephen Strosnider at info@carrollcountyartscouncil.org by **Friday, May 9, 2025**. Work samples are documents, presentations, or projects that demonstrate skills and ability as it relates to the requirements of this position. These will be used to assess current performance level and ability to handle similar tasks within the role. While this job posting may be found on third-party websites, the Arts Council will not communicate through third party instant or direct messaging systems or chats. *Please refer to the **Application Process** section for additional details.*

BACKGROUND

The Carroll County Arts Council's mission is to strengthen and enrich Carroll County, culturally and economically, by promoting the Arts, arts education, and diverse cultural expression. Through innovative programming, community collaboration, and active facilitation, we strive to integrate the arts into the everyday lives of the community. We are committed to fostering an environment grounded in values of trust, camaraderie, accountability, and creativity, ensuring that we create and sustain a positive, inclusive, and inspiring workplace.

POSITION SUMMARY

The Visual Arts Coordinator manages the daily operations of the Carroll Arts Center galleries, curating and installing annual and rotating exhibitions and executing accompanying receptions and events. This position oversees public art initiatives, outdoor festivals, and manages the gift shop and inventory. This role blends artistic knowledge, organizational skills, and community engagement to ensure that exhibitions, public art, and special events align with the Carroll County Arts Council's mission to foster a welcoming cultural environment. The coordinator works closely with artists, vendors, and community members to create engaging, inclusive experiences.

This position is ideal for an individual passionate about the visual arts, with a keen eye for curating dynamic exhibitions and fostering community engagement through public art and special events. The Visual Arts Coordinator will play a central role in enhancing the arts council's visibility, sustainability, and cultural impact in the community.

EXPECTATIONS OF EMPLOYEE

- Adheres to CCAC policies and procedures.
- Demonstrates flexibility, efficiency, and excellent time management skills, balancing multiple projects with competing deadlines.
- Communicates clearly and regularly with the Executive Director and team members.
- Works with a collaborative, positive attitude, maintaining a high level of professionalism and creativity.

- Demonstrates commitment to CCAC’s mission and values of trust, camaraderie, accountability, and creativity in all communications.
- Upholds confidentiality and handles sensitive information with discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Gallery Management and Exhibitions:

- Oversee the daily operations of two main art galleries, ensuring exhibitions are professionally installed, well-maintained, and properly lit.
- Curate and coordinate rotating and annual exhibitions, including selecting and inviting artists, creating exhibit themes, and managing all logistical aspects of exhibit installation and removal.
- Develop and manage exhibition schedules, ensuring a diverse range of works that appeal to various audiences and represent the community’s artistic interests.
- Coordinate all aspects of exhibition planning, including cataloging works of art, preparing exhibition materials, and working with artists to ensure their needs are met.
- Act as the primary contact for all artists exhibiting in the galleries, providing support during installation, opening receptions, and throughout the exhibition duration.
- Ensure hanging systems, pedestals, lighting equipment, and supplies are maintained and in working order.

2. Receptions and Special Events:

- Plan and coordinate opening receptions, gallery talks, artist meet-and-greets, and other events related to gallery exhibitions.
- Work with the Marketing team to promote events, including social media posts, email newsletters, flyers, and press releases.
- Serve as the event manager on the day of exhibitions and receptions, overseeing setup, catering, and clean-up.
- Collaborate with community members, local organizations, and artists to ensure that events are inclusive and represent the local cultural diversity.

3. Public Art:

- Serve as a resource and liaison for public art initiatives within the community, including overseeing the planning, installation, and maintenance of public art projects.
- Coordinate partnerships with local businesses, government agencies, and community groups to expand and enhance public art installations.
- Advise and assist with proposals for public art funding and grants.
- Promote public art awareness through outreach initiatives and educational programs, collaborating with schools, civic organizations, and other arts groups.

4. Gift Shop and Retail Management:

- Oversee the daily operations of the gift shop, including vendor relations, inventory management, point-of-sale, and visual merchandising.
- Identify and secure appropriate vendors for the gift shop, ensuring that the products reflect the arts council’s mission, appeal to visitors, and support local artists and craftspeople.
- Maintain accurate inventory records, track sales, and manage the ordering of new items, ensuring popular items are always stocked.
- Develop retail strategies to increase sales, including seasonal promotions, artist collaborations, and special events.
- Plan and coordinate the annual Gallery of Gifts vendor shop in accordance with the duties and responsibilities listed in Gallery Management and Exhibitions.

- Assist the Director of Development by overseeing the inventory, sales, and set-up of merchandise for the annual marshmallow PEEPshow fundraiser event.

5. Budget and Financial Management:

- Manage the visual arts program budget, ensuring effective allocation of resources for gallery operations, exhibitions, events, and public art projects.
- Track expenses and revenues for exhibitions, events, and the gift shop, working with the Financial Coordinator to report on financial performance and adhere to budget guidelines.
- Work with the Executive Director to seek funding opportunities for exhibitions and public art initiatives, including grants, sponsorships, and donations.

6. Community Engagement and Outreach:

- Foster relationships with local, regional, and national artists, galleries, curators, and art institutions to stay informed about trends and opportunities in the visual arts.
- Assist the Director of Education to collaborate with local schools, universities, and community groups to provide educational programs, workshops, and tours that promote visual arts awareness.
- Represent the arts council at community events, conferences, and public speaking engagements to advocate for the organization and its visual arts initiatives.
- Engage with visitors during gallery hours and at events, providing information about the exhibitions, the artists, and the mission of the arts council.

7. Outdoor Festivals

- Oversee the planning, execution, and promotion of annual, off-site community arts events including Art in the Park and Taneytown Artisan Festival ensuring that these events align with the Council's mission and maximize revenue.
- Secure all necessary permits and licenses with local municipalities.
- Develop training for special event volunteers that assures the safe and secure handling of vendor goods.

8. Marketing and Public Relations:

- Work closely with the marketing team to develop promotional materials for exhibitions, events, and the gift shop, ensuring the arts council's visual arts programming is well-publicized and widely attended, including but not limited to digital content, social media, and email campaigns.
- Draft press releases and other communication materials to highlight exhibitions and events, building media relationships and generating press coverage.

9. Documentation and Reporting:

- Maintain accurate records of all exhibitions, public art installations, and events, including photography, artist bios, and exhibition catalogs.
- Assist in writing reports for the Executive Director and Board of Directors on the performance of the visual arts program, including attendance data, sales reports, and event outcomes.
- Keep an updated inventory of all the artwork in the galleries and public art collections, ensuring accurate records for insurance and asset management purposes.

10. Shared Duties

- Solicit, sell, or process, merchandise, event tickets, memberships, class or vendor registration.
- Assist with organizational fundraisers and special events including but not limited to the Marshmallow PEEPshow and Festival of Wreaths.
- Provide general pre-event introductions to patrons.
- Train volunteers at events and assist in their duties as necessary.
- Maintain order and cleanliness of the facility.

- Copy, file, and general office organization.
- Answer general inquiry phone calls.

MINIMUM REQUIREMENTS

- 21 years of age or older
- Ability to pay attention to detail and follow written procedures
- Ability to listen actively and respond to inquiries or concerns in order to comprehend and assess needs
- Required criminal background check is a condition of employment

QUALIFICATIONS

- Bachelor's degree in Fine Arts, Art History, Arts Administration, or a related field (or equivalent experience).
- At least 3-5 years of experience in arts administration, gallery management, curating, or public art programs.
- Strong understanding of visual arts, gallery operations, and exhibition design.
- Experience in organizing and managing public art projects, including working with artists, sponsors, and community partners.
- Excellent organizational and project management skills, with the ability to manage multiple exhibitions and events simultaneously.
- Strong communication skills, both written and verbal, with the ability to engage diverse audiences and build relationships with artists, community members, and donors.
- Proven ability to work independently, as well as part of a collaborative team.
- Knowledge of retail operations, including vendor relations, inventory management, and sales strategies.
- Proficiency with Microsoft Office Suite and familiarity with database management systems.
- The CCAC utilizes Adobe products, Canva Pro, Square POS, Salesforce Leap Patron Management and Course Storm, SlideRoom, and WordPress.

COMPENSATION AND BENEFITS

- Salary Range of \$45,000 to \$52,000 based on experience and qualifications.
- 85% of Individual Medical, Dental, and Vision insurance premium paid to the CCAC chosen provider.
- 14 Paid Holidays.
- Weekly PTO accrual with scheduled rate increases.
- 3% Simple IRA match after 90 days.
- 25% Employee discount on merchandise, gallery work, rentals, and class registration.
- Professional Development and Creative Growth initiatives.

WORK ENVIRONMENT

- The Arts Center is open Monday, Wednesday, and Friday 12pm-4pm; Tuesday and Thursday 12pm-7pm; and Saturday 10am-4pm.
- This position requires the ability to use a computer and office software, as well as office equipment traditionally found in office settings.
- The Visual Arts Coordinator will work primarily in the galleries and office space.
- Travel within the local community for initiatives, vendor meetings, and community outreach is expected.
- Ability to lift and move artwork and supplies (up to 40 lbs).
- Ability to communicate frequently and effectively with other CCAC Staff, Board, and CCAC members, visitors, and callers.
- Ability to quickly and effectively adjust focus between multiple priorities, demands, audiences, and responsibilities.

APPLICATIONS PROCESS

The Carroll County Arts Council embraces diversity and equal opportunity in a meaningful way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe that inclusion drives innovation and allows employees to do their best work.

It is our policy to provide equal employment opportunity (EEO) to all persons regardless of age, marital status, family status, sex (including pregnancy, childbirth, and related medical conditions), race, color, ancestry or national origin, citizenship status, ethnicity, sexual orientation, gender identity, disability (physical or mental), genetic information, or political or religious opinion or affiliation.

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For more information about CCAC, please visit our website at www.carrollcountyartscouncil.org.