

**Position Description – Gallery Manager**  
**Perry County Council of the Arts**

February 13, 2017

The Mission of the Perry County Council of the Arts, based in Newport, PA, is to build community through the arts. PCCA operates a 180-member art Gallery as well as a historic mansion that is a venue for recitals and exhibitions. We place artists-in-residence in school districts in seven Central PA counties. We support numerous arts-related clubs and events in the region.

The ideal candidate for this 25-30 hour per week (Wed-Sat) position must:

- Have a background in sales marketing or retail management
- Be knowledgeable about various art forms
- Be enthusiastic, out-going and sales oriented
- Possess proficiency in various computer applications (Microsoft Office, Point of Sale software)
- Represent PCCA professionally
- Be a quick learner, flexible and a self-motivator
- Possess strong time management skills and ability to prioritize

The *Gallery Manager* reports directly to the Creative Programs Director and attends bi-weekly staff meetings.

Duties:

- Develop marketing strategies and advertising structure
- Greet customers and engage in sales
- Make customers aware of the Gallery Wish List, PCCA membership, and upcoming events
- Assist with inventory processing and merchandising
- Regularly update, freshen, and clean displays and common spaces in the Gallery
- Assume additional Gallery tasks as needed
- Assist in ad creation for PCCA locations and events
- Attend evening gallery openings and other pertinent events, as needed
- Maintain inventory tracking for traveling art exhibit at local businesses
- Other duties as assigned by the Creative Programs Director

This position requires a 90-day probation period. Must be available to work evening events.

Please send resume and cover letter to [jasmine@perrycountyarts.org](mailto:jasmine@perrycountyarts.org)