



Position Summary | Gallery Archivist & Collections Manager

About Interact

Interact Center for the Visual and Performing Arts is a 501(c)(3) nonprofit progressive visual arts studio and theater company that works to support and advance the recognition of performers and artists with disabilities. Our mission is to create art that challenges perceptions of disability.

About the Role

Gallery Archivist and Collections Manager

\$23-25 per hour (depending on experience), 32 hours per week. Eligible for benefits.

Interact seeks an Archivist and Collections Manager who will work in collaboration with the Gallery Director and Visual Arts Department to advance the recognition of the visual artists at Interact. Among other things, this position is responsible for organizing, documenting, and maintaining the physical and digital collections of artist work spanning the 20+ years of the Interact Visual Arts Department. In the coming year, the Archivist & Collections Manager will assist with documenting and developing exhibitions; further promoting a roster of 70+ professional artists; maintaining artist collections and fulfilling orders from gallery.interactcenterarts.org; and more.

Visual artists at Interact work across disciplines, including painting, drawing, graphics, bookmaking, comics, fibers, sculpture, and ceramics. Working with the Gallery Director, the Archivist & Collections Manager will also help to prepare and mount exhibitions; compose marketing and social media materials; facilitate creative partnerships and receptions; and manage sales transactions and requests. The role requires quick and patient responsiveness.

We would especially like to work with an artist or a creative thinker who is meticulous, organized, and genuinely excited about the work being made by Interact artists. In this role, there is the potential to deepen one's knowledge of accessible design and of the

international community of progressive art studios. The Archivist & Collections Manager will join Interact at an exciting time, as we prepare for a number of growth opportunities in 2025.

Key Responsibilities

In collaboration with the Gallery Director, the Archivist & Collections Manager:

- Works with artists and staff to prepare for exhibitions, artist residencies, and creative partnerships, including inventorying, framing, transporting, installing, and deinstalling artwork.
- Documents 2- and 3-dimensional artworks, editing image files in Adobe Creative Suite and adding to a high quality, professional digital archive.
- Manages various aspects of Interact Gallery's webstore, including creating product listings and collections, writing image descriptions, and managing shipping profiles.
- Develops thoughtful merch and limited editions that showcase some of the strongest work being made by Interact artists.
- Manages artwork shipping and order fulfillment, often fielding questions from art collectors.
- Meets with Interact artists regularly to discuss their goals and interests.
- Develops promotional materials, including social media graphics and print ephemera.
- Manages and maintains physical artwork storage at Interact Gallery.
- Performs basic artwork conservation.
- Performs a wide range of administrative tasks, including processing sales, staffing opening receptions, fulfilling documentation requests, facilitating commissions and applications to external opportunities, and other duties as assigned.

All candidates must:

- Have a Bachelor's degree in art, art history, or related field -- or substantial experience in a professional setting using the skills listed below.
- Be proficient in Adobe Creative Suite (especially Photoshop and Illustrator) and Microsoft Office Suite.
- Have strong photography and image editing skills.

- Have experience with framing, installing, and/or artwork shipping and best practices.
- Have strong attention to detail, as well as organizational and creative problem-solving skills.
- Have great interpersonal communication skills and an interest in developing strong relationships with artists, colleagues, external partners, and Interact’s supporters.
- Be able to lift up to 50 pounds, climb a ladder, stoop, and reach in a variety of physical locations.
- Have an ability to work a flexible schedule, including some nights and weekends, as part of a small, dedicated team.
- Pass a required background check prior to hiring.
- Participate in all required social services and state licensing training.
- Follow all policies and procedures to ensure artists are in a safe and supportive environment at all times.

An ideal candidate will have:

- A demonstrated ability to work with people from diverse lived experiences.
- A Bachelor of Fine Arts, Master of Fine Arts, or related experience.
- At least 1-2 years of relevant experience in a gallery or similar environment.
- Experience with graphic design, print production, and/or merch development.
- Knowledge of collections management, art inventory system management best practices, and/or experience with order fulfillment through Shopify or similar sales management systems.
- Working knowledge of social media marketing and ecommerce.
- Ability to manage workflow independently and proactively in a fast-paced environment, taking the initiative.
- An interest in accessibility as it relates to exhibition and graphic design.

Please email the following to brittany@interactcenter.com with “Gallery Archivist & Collections Manager” as the subject line. Applications will be accepted on a rolling basis through September 27, 2024.

- **Cover letter**
- **Resume or CV**

- **List of three references**