

Alexander Gray Associates

New York
510 West 26 Street
New York NY 10001
United States
Tel: +1 212 399 2636
www.alexandergray.com

Germantown
224 Main Street, Garden Level
Germantown NY 12526
United States
Tel: +1 518 537 2100

Gallery Manager, Germantown, NY
May 23, 2023

Alexander Gray Associates is recruiting a full-time Gallery Manager at its Hudson Valley gallery space in Germantown, NY.

Established in August 2020, Alexander Gray Associates' Germantown gallery presents a year-round exhibition program as an extension of its flagship exhibition space in New York City. The Germantown gallery is a distinct, intimate venue, a destination for its unusual space and verdant gardens. The Gallery presents solo and group exhibitions of represented artists, and guest-curated thematic exhibitions. The exhibition program underscores the Gallery's mission of platforming artists across disciplines, generations, and geographies, with a demonstrated commitment to BIPOC and female/female-identified artists.

The Gallery's owners are long-time residents of the Hudson Valley; the Gallery reflects their commitment to the region's artistic and cultural legacies and its current and future possibilities. The Gallery is an advocate and contributor towards a sustainable, dynamic community of creative producers and audiences who reside and visit the Hudson Valley.

The Gallery Manager is the first point of contact with the Gallery's public and constituents, and will extend a spirit of hospitality and in-depth knowledge of the artists and exhibitions on view. The successful candidate will have excellent written and verbal communication skills, and varied tasking aptitude. This position requires working independently in the Germantown gallery space when closed to the public, and while Principals are not present; In this way, the position requires organizational and time-management skills, initiative and accountability to the role.

The position is also community-facing. Ideal candidates will have a demonstrated familiarity and engagement with the Hudson Valley's cultural landscape, communities, museums and galleries as they will be acting as the Gallery's primary representative in the region. In this role, the Gallery Manager will collaborate with Germantown's small business community, while building and sustaining relationships with other arts presenters, including Upstate Art Weekend, Foreland, Bard College, Olana, Art OMI, Dia Beacon, and newly emerging arts ventures in the region. An interest in gardens is also welcomed.

While working independently, the Manager will be in regular contact with their New York-based Gallery colleagues. The Gallery's collaborative team is made up of professionals from a range of backgrounds; our team diversity and passion is supported in solution-oriented procedures, documented systems, and consistent communication between team members. In this way, each individual contributes their organizational and communication skills to further the Gallery's mission and the advancement of Gallery artists.

Key Job Responsibilities:
Visitor Services:

- Phone and in-person reception
- Providing visitors with information and collateral on Gallery exhibitions
- Answering general inquiries about the Gallery's program and exhibitions
- Directing inquiries to appropriate Team members
- Maintain standards of tidy, clean public and private spaces
- Extend hospitality to VIP visitors
- Maintaining an organized art storage space

Administrative Support:

- Opening and closing the Gallery each day
- Maintaining Gallery space (light cleaning, monitoring supplies)
- Acting as point-person and assisting with art installers, photographers, cleaners, gardeners, and other vendors
- Assist with on- and off-site event planning, including public and private receptions, programs, and events
- Assisting New York City gallery staff with research and administrative projects as needed
- Provide limited administrative support to Gallery owner

Community engagement:

- Represent the Gallery in multiple contexts, including neighbors, local business networks, regional cultural presenters
- Have a presence in the Hudson Valley art world, representing the Gallery at openings, programs, and art events.

The Gallery has a demonstrated history of contributing to team members' professional development in the organization. The right candidate will be able to grow the role in alignment with their strengths and interests.

BA required, with primary study in one of the following areas: Art History, Museum Studies, Arts Management, Curatorial Studies. 2-3 years of experience in a gallery, museum, or other cultural institution.

Work hours are Wednesday-Sunday, 10am-6pm.

Salary range: \$45,000 to \$55,000

Alexander Gray Associates is a contemporary art gallery in New York. Through exhibitions, research, and artist representation, the Gallery spotlights artistic movements and artists who emerged in the mid- to late-Twentieth Century. Influential in cultural, social, and political spheres, these artists are notable for creating work that crosses geographic borders, generational contexts and artistic disciplines. Alexander Gray Associates is an organization committed to anti-racist and feminist principles. The Gallery also seeks to nurture exceptional people into long-term careers with the Gallery.

Email resume with cover letter as a single PDF (can be multiple pages within one PDF file), labeled with your name to: position@alexandergray.com, with GERMANTOWN GALLERY MANAGER in the email subject line. No phone calls or in-person inquiries.