



LAKE CITY **ArtFields**
COLLECTIVE

JOB TITLE: Curator

TYPE: Full Time Exempt | Salary Commensurate with Experience

JOB SUMMARY

The Curator will manage exhibitions and related programming, including selecting, designing, and handling/installing artwork. This position is an integral part of the expansion of the ArtFields Collective and will celebrate and curate art both in and out of traditional gallery spaces.

GALLERY DUTIES

- Manage all aspects of exhibitions for 3 fine art galleries, effectively communicating and coordinating with ArtFields Collective Team;
- Research, compile and present options for upcoming exhibitions to the ArtFields Collective team;
- Select artwork and design exhibitions;
- Coordinate with ArtFields Team to present artist talks, workshops, and other educational programs designed to enhance public use, understanding, and enjoyment of the ArtFields Collective Galleries;
- Communicate with artists to create delivery, installation, reception, and retrieval schedule;
- Provide marketing materials in timely manner for proper promotion of exhibitions, assist in coordination of printed materials;
- Provide artwork information to Operations Manager for each exhibition, assist in coordinating insurance;
- Coordinate installation team for exhibitions;
- Create detailed installation plans with accompanying tentative layout for each exhibition;
- Communicate exhibition needs to Operations Manager and/or Executive Team;

- Lead installation logistics and mount artwork, ensuring proper and secure hanging of works in galleries;
- Create condition reports and complete for each exhibition;
- Prepare exhibition information, including guide for tours, for Gallery Staff and train them for receiving guests;
- Coordinate cleaning, organization of galleries prior to opening and assist with reception layout;
- Complete any necessary preparations including operating a variety of hand and power tools related to carpentry and construction using safe handling procedures, operating painting equipment, operating scissor-lift, etc.;
- Maintain exhibition archives and compile data relevant to exhibition recaps;
- Vigorously promote and act as spokesperson for ArtFields Collective Galleries and other programs to increase public awareness of the arts as well as recreational opportunities in Lake City, South Carolina.

ARTFIELDS COMPETITION DUTIES

- Assist with curatorial efforts related to the ArtFields Competition, including gallery spaces and business venues;
- Participate in the venue selection process;
- Communicate with artists on display in galleries and coordinate schedules;
- Design layouts and communicate needs to Operations Manager and/or ArtFields Collective Team;
- Assist with other venues as needed;
- Compile post-festival data related to gallery visitors.

QUALIFICATIONS

- B.A. in Studio Art, Art History, or a related field;
- Minimum of 3 years professional experience as a curator or similar role;
- Art handling experience;
- Strong cultural competency skills;
- Valid driver's license with acceptable driving record as travel may be required;
- Must be available to work a flexible schedule including some weekends and nights;
- Must be organized, attentive to detail, energetic, have strong written and verbal communication skills, be a creative thinker, and be able to multitask;
- Must be able to take initiative, be dependable, and punctual;
- Must be proficient in using the Microsoft Office suite and email;
- Familiar with Adobe Creative Cloud programs (preferred);

- Must be able to create schedules, keep timelines, and meet multiple deadlines;
- Must be able to maintain confidentiality as it relates to upcoming exhibitions and internal operations of the Lake City ArtFields Collective and Lake City Creative Alliance;
- Must have basic math skills;
- Must have basic knowledge of hand tools, power tools, and artwork installation;
- Must be able to lift up to 50 lbs. unassisted, reach with hands, climb and balance on a ladder, sit or stand for long periods of time.

ABOUT THE ARTFIELDS COLLECTIVE

- The Lake City ArtFields Collective is a community arts organization whose programs include an annual flagship event, ArtFields, 3 fine art galleries (Jones-Carter Gallery, TRAX Visual Art Center, and Crossroads Gallery), youth arts opportunities, a robust public art program and much more. At the tenth anniversary of the ArtFields event in 2022, they announced a strategic plan that includes enhancing their current offerings and adding studio spaces and developing an artist in residence program. The ArtFields Collective is part of the 501 (c) (3) nonprofit Lake City Creative Alliance. Learn more at www.artfieldssc.org.