

Key West Art Center - Gallery Director - Job Description

The Gallery Director reports to the Board of Directors.

The Gallery Director is responsible for daily administration, operation and maintenance of a membership-based non-profit community art gallery that also offers meetings, classes, and special events. Some duties may be delegated to volunteers and staff as the Director sees fit.

GALLERY – MANAGEMENT

SALES DESK

- Coordinate with staff and volunteers to ensure smooth daily operations of gallery.
- Work four desk shifts per week; ensure remaining shifts are covered through desk employees and volunteers.
- Oversee daily manual ledger entries for cash/credit card sales and other income; verify accuracy.
- Enter sales as deposits in QuickBooks.
- Responsible for bank deposits and maintaining cash drawer with adequate change.
- Responsible for maintaining proper credit card machine operation.
- Manage donation box and other forms of donation income such as water, posters, round-up, etc.

ARTWORK - INVENTORY

- Make sure appropriate documentation is recorded to check-in new artwork from members including artist's receipt for new & returned artwork, inventory card, title card.
- Manage inventory of original artwork as well as prints. Neither originals or prints should remain in the gallery over 12 months. Keep track of artwork stored in office and make sure it is returned back to artists or otherwise dispersed as necessary.
- Maintain sufficient print stock to cover online orders and ensure timely shipping.

GALLERY OPERATIONS & MAINTENANCE

- Responsible for the maintenance, appearance and upkeep of the physical space.
- Coordinate and supervise summer maintenance projects and other improvements to both interior and exterior of gallery as determined in cooperation with board. Be responsible for storm prep as necessary.
- Purchases office/desk supplies, cleaning supplies, shipping supplies, light bulbs and other necessary items for gallery operations.
- Manage hanging of artwork and keep up general gallery appearance including window display in coordination with volunteers and staff.

SHIPPING

- Handle and supervise shipping of gallery artwork via UPS. Make sure shipping information is recorded accurately in shipping book; artwork packed according to UPS requirements; shipment entered into our UPS account on-line, label printed, and package transferred to UPS driver for delivery.
- Reconcile shipments against monthly credit card statement of charges. Monitor shipping rates to make sure we are recovering actual shipping costs as well as materials.
- Handle and supervise shipping of online artwork via USPS, monitor shipping rates to ensure the most cost-effective option is being chosen.

QUICKBOOKS - FINANCIAL REPORTING

- Oversee bank & investment accounts.
- Prepare monthly Profit/Loss reports for board.
- Monitor and share quarterly Community Foundation (CFFK) statements with board.
- Pay all bills necessary to operations of Center (utilities, rent, special events, services etc.)
- Ensure that Federal, State, County, City fees are paid and paperwork filed timely (Div. of Corporations, Occupational Licenses, etc.) Keep records clearly filed and easily accessible.
- Pay rent to the City twice yearly. June rent must be accompanied by Income/Expense statement for previous year. Verify garbage “piggyback” status with HTA for city business license each year.
- Review and renew Commercial General Liability insurance policy for Art Center.

PAYROLL

- Pay employees – 15th and last day of month. Time sheet is filled out by employees and pay and deductions are calculated on a spreadsheet.
- Pay 941 payroll taxes monthly, file Employers Form 941 quarterly.

ART & CRAFT SHOWS

- Collaborate with Shows Director to ensure show financials are properly recorded in QuickBooks and generate a monthly report which the Gallery Director will deliver to the board
- Responsible for making bank deposits upon receipt from Show Director

END OF MONTH

- Run Monthly Reports: including: Total Sales Tax Collected, Accts Payable Members, etc.
- Pay artists – Responsible to ensuring all sales transactions for the month have been properly recorded, generating a report detailing each artists commission, verify accuracy, and issuing payment in a timely manner
- Pay Sales Tax – Responsible for generating a monthly sales report based on exempt and non-exempt sales, verify accuracy, filing and paying electronically prior to the due date each month.
- Reconcile checking account – Responsible for reconciling QuickBooks account against bank statements and merchant accounts (AmEx, Visa, MC, Discover) each month to ensure accurate financial records.

END OF YEAR

- Form 1099 for artists and anyone paid over \$600 in calendar year.
 - These forms must be mailed to artists by end of January and filed with Fed. Government by the appropriate deadline.
- W2/W3 Payroll Forms
 - These forms must be distributed to employees by end of January and filed with the IRS by the appropriate deadline.
- IRS Form 990 is due May 15 for the previous fiscal (calendar) year.
 - Responsible for collaborating with the Art Center’s account to assemble the QuickBooks reports and other records to give to the Accountant who will prepare and files it for on behalf of the Art Center. It is standard for the Accountant to file an extension that gives until Aug. 15 to prepare form.

PROGRAMS - MEMBERSHIP

- Coordinate with Board on planning, development and implementation of season schedule to include:
 - Monthly membership meetings/artist demonstrations November - May
 - Classes/workshops
 - Featured artist shows
- Keep membership roster updated and current. Send out membership renewals.
- Work to increase associate membership base; work to increase volunteer participation.
- Coordinate applications/jury for exhibiting membership once yearly in November.

SPECIAL EVENTS - PROJECTS

- Coordinate with board and organize special events including Celebrate the Season opening holiday show and Plein Air Key West, as well as events partnering with other organizations.
- Attend and work these events; ensure proper clean up and closing of Art Center at end of event.
- Work with board to plan and coordinate special projects including note cards as fundraiser for Art Center as well as sale and promotion of artworks by Martha Watson Sauer to benefit annual scholarship.

PUBLIC RELATIONS - MEDIA

- Through press releases, e-mail blasts, website and Facebook updates, postcard and flyer distribution as well as other publicity methods, maintain communication/outreach with members, the public, artists, galleries and other trade and non-profit organizations in the community.
- Continue to develop Website including the online store, Facebook, social media presence.
- Develop partnerships with other arts and community organizations for mutual benefit such as The Key West Art & Historical Society, The Studios of Key West and Leadership Monroe.
- Attend special community and arts-related events, often after hours at the Center and elsewhere, representing the Key West Art Center.

BOARD OF DIRECTORS - STRATEGIC PLANNING

- Work with board president to prepare agendas for monthly board meetings.
- Assist board to develop and implement updated vision/mission/goals for Art Center.
- Work with board to prepare annual budget and project future financial growth/improvement.
- Review and discuss optimum allocation of financial resources.
- Ensure transparency and best practices in all Art Center activities.