Job Announcement: Columbia City Gallery Manager

Located in the heart of Seattle’s Columbia City historic district, Columbia City Gallery is a dynamic artists’ cooperative that serves a racially diverse group of artists, community partners, and patrons. The 2,000 square foot gallery is complemented by a gift shop featuring work by over 60 local artists, and a mezzanine that allows member artists to have work available for viewing at all times. The gallery has gained national recognition for its collective model that brings together emerging and professional artists working in diverse media, including funding from the National Endowment for the Arts and CNN coverage of Caring for Humanity, an exhibit of portraits of pandemic healthcare workers.

Since 1999, Columbia City Gallery has presented community exhibits alongside member exhibits to showcase the diversity of Southeast Seattle, introduce underrepresented artists groups, and comment on issues relevant to the community. Recent community exhibit partners include the Pacific Northwest African American Quilters Association, Asian Counseling and Referral Services, Urban Artworks, and Youth in Focus.

Columbia City Gallery is a program of SouthEast Effective Development (SEED) and SEEDArts. SEED’s mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments in housing, arts, and economic development - with a special focus on residents with fewer opportunities and resources. SEED owns 1,135 affordable apartments and is an active developer of new buildings, helping to meet the need for affordable homes.

Award-winning SEEDArts builds community by presenting diverse arts experiences, nurturing local artists, and infusing creativity into our neighborhoods. We offer visual, performing, media, and public art programs in Southeast Seattle that support and sustain artists, inspire and connect residents, and revitalize community. SEEDArts manages Rainier Arts Center, Columbia City Gallery, SEEDArts Studios, KVRU 105.7 FM, and a public art program. Columbia City Gallery was founded by neighborhood artists who turned to SEED for support; SEED purchased the gallery building to provide a permanent home for Southeast Seattle artists. Visit SEED’s website for more information.
About the position:
The Gallery Manager reports to the SEEDArts Director and works with the Gallery Executive Committee to plan, execute, and evaluate all gallery programs. A successful candidate will foster an active, vibrant, and inspirational environment that supports member and guest artists and provides arts and cultural enrichment activities for the community. The position is for 30 hours/week; the schedule is flexible and includes some weekends and evening hours.

Responsibilities of the Gallery Manager include:

- Provide creative and innovative leadership to the artists in the cooperative;
- Plan and execute an annual series of eight community exhibits that highlight underserved artists and diverse perspectives, or provide exhibition opportunities to partner arts organizations in tandem with member exhibits;
- Develop and implement a recruitment plan to encourage new and diverse membership and community exhibits;
- Develop and implement a marketing plan to include public relations, advertising, social media, special events, and community outreach;
- Develop and implement the annual operating budget; administer financial operations and maintain records in accordance with SEED policy;
- Oversee retail operations, including scheduling, sales, and retail policies;
- Grow the gift shop offerings and correspond with consignment artists;
- Coordinate events and special programming at the gallery for local artists and residents;
- Work with SEED’s fund development personnel to manage grant and sponsorship opportunities for the gallery and SEEDArts events;
- Maintain the gallery facility (schedule basic maintenance and cleaning).

SEED acknowledges that visual art curation is a profession historically grounded in white privilege. SEED sees the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization.

Required Qualifications:

- Demonstrated ability as a leader, manager, and communicator;
- Collaborative team builder capable of enhancing morale, gaining respect of and forging positive relations with gallery cooperative members, guest artists, and SEED staff, and growing our network of community artists and organizations;
- Three years curatorial experience, relevant gallery/museum experience, or art or cultural program administration;
- Demonstrated commitment to racial justice and equity;
- Willingness to work in Seattle’s vibrant Columbia City neighborhood.
**Desired Qualifications:**

- A BA or BFA in studio art, arts, nonprofit or business administration or related field;
- Expertise in retail operations and financial management;
- Proven marketing skills;
- Good computer skills, with proficiency in Microsoft Office 365;
- Ability to work with minimal supervision – self-motivated and confident;
- Ability to balance a multitude of interests and demands at the same time.

**Compensation:**

SEED offers a competitive benefits package, including health, dental and vision insurance, as well as an organizational retirement plan. The pay range for this 30 hour/week position is $22-25/hour, depending on experience, plus benefits.

**To Apply:**

Send a cover letter, resume, and list of references in a single PDF to: kfowells@seedseattle.org. Please put “**Columbia City Gallery Manager**” in the subject line. The position will remain open until filled. In fairness to all candidates, SEED is not taking calls from individual applicants.

SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, trans and LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.