Kala Art Institute - Job Descriptions 2023

Job Title: Art Sales and Collections Manager
Department/Program: Gallery and Public Programs
Accountability: Artistic Director/Co-Director
Hours: 36 hours per week/78 hours a pay period
Rate of Pay: Salary Range ($27-$29/hour, $50,544-$54,288/year)
Benefits: Comprehensive Benefit Program*

Kala Art Institute, a dynamic, non-profit arts organization in Berkeley, CA is looking for an **Art Sales and Collections Manager**. This position is responsible for day-to-day operations and management of Kala’s art sales program and oversees Kala’s collection (2,500+ works on paper). In addition, this position works as part of the gallery team on the spring auction exhibition and benefit, special collection management initiatives, art fairs, outside curatorial projects, facility rentals, special events and pop-up projects. In collaboration with Kala’s Co-Directors the **Art Sales and Collections Manager** works with Kala’s staff to foster, fund, and promote creative and welcoming artist and community programs. The right candidate will join Kala’s commitment to equity, diversity, and inclusion and will be aligned with Kala’s vision of nurturing a place of creativity, discovery, and mutual respect, celebrating and supporting diverse artists and art practices, and building opportunities for inclusion and belonging.

**KEY RESPONSIBILITIES**

**Art Sales**
- Meet with new artists to select works for consignment, establish pricing, and deepen working relationships with outside galleries and art consultants. Work in conjunction with other departments and schedule studio visits to find new artists and artwork; Return work that we are not actively promoting or selling.
- Assist clients in selecting art paying close attention to space requirements, budgets and individual needs; Work with consultants to place works in strategic locations including retail spaces, municipal buildings, and downtown corporate lobbies.
- Organize Kala’s Pop-Up Sales; online and in person; Organize presentations in Kala’s print room and in the community.
- Prepare sales invoices and artist statements, update contacts and oversee data entry using Artbase; Track payment and follow-up on inquiries about payments.
- Use sales platforms including Artsy - entering Kala exhibitions and current inventory in a timely manner; Curate online shows of available works. Set up the “buy-it-now” function. Arrange shipping for clients who are buying work from out of town.
- Update Kala website with available inventory, removing inventory as it sells.
- Photograph artworks and prepare images for database/web.
- Promote art sales through social media outlets and Kala e-newsletters.
- Research and compile art client lists and resources for program marketing; in conjunction with gallery programming.
- Maintain print room, focusing on safe storage and artistic display of artworks; organize and maintain Kala art storage area.
- Follow-up on all client inquiries, sending pricing information and images; Work with artists and clients to arrange commissioned pieces.
- Work with graphic designer to create art sales materials like brochures; create contracts, posters, website content, social media content, e-blast content, etc.
- Generate future business through follow-up phone calls, outreach, and networking.

**Art Fairs (Codex and artMRKT) and Auction**
- Manage all aspects of the event from selecting work to registration and break down.
- Design booth; Arrange for delivery and installation; Create wall labels and signage; Prepare lists and information booklets; Cover booth for length of fair.
- Publicize events through e-blasts, marketing, and social media.
- Act as ambassador for Kala answering questions and handing out information about all departments; Follow-up on all inquiries and leads after the fair.
- Play a key role in planning Kala’s annual auction benefit; Take the lead on procuring art for the silent and live auction, working with colleagues within and outside of Kala.
- Focus on live auction items, studio visits to select special work as needed; Seek out framing donations; Arrange for delivery and pick-up of all works; Enter artists’ information into auction software.
- Lay out the auction exhibition in the gallery and print room with the Artistic Director/ Co-Director.

**Collection Management**
- Kala’s collection, with its unique focus on Kala’s support of artists’ experiments with printmaking, digital and related installation media is also a record of the expanded role of printmaking in Northern California and the larger art landscape over the past half century. Collection management includes updating Artbase entries.
- Kala’s collection and print archive includes 2,500+ works currently and we’re looking for funding and opportunities to make this archive digitally accessible to be a resource for scholars and others dedicated to exploring the history of print.
- Implement new guidelines and criteria for adding to Kala’s archive and collection.
- Update and implement systems for collecting and caring for the collection.

**Additional Responsibilities:**
- Participate in weekly staff meetings.
- Participate in organizational long-term planning and serve on committees like strategic planning, auction planning, and other cross-departmental initiatives.
- Provide support with programming and special events as needed.
- Support recruitment and training of interns/volunteers; Supervise Interns and related projects.
- This position requires working closely with all staff to achieve its goals.

**REQUIRED QUALIFICATIONS, SKILLS & ATTRIBUTES**
- BA and/or Masters degree in Art, Art Education, or related fields.
● 3+ years of experience with galleries, sales, non-profit arts organizations, artist residencies, museums, alternative art spaces or equivalent experience
● Strong commitment to equity, diversity, inclusion, and accessibility
● Strong interpersonal skills including active listening, conflict resolution, creative problem solving, and collaboration
● Highly organized and resourceful, with excellent time management and project management skills
● Strong writing, verbal, and computer skills
● Experience using Adobe Creative Suite, Google Drive, Excel, Filemaker, Artbase, and Wordpress; Familiarity with graphic design (InDesign/Illustrator)Knowledge and experience across social media platforms
● Sensitivity to and understanding of the needs and interests of diverse artists and clients
● Has an overall positive attitude, interest in learning, takes initiative, and is able to work well both independently and as a team member

OPTIONAL, DESIRED SKILLS
● Management and supervisory experience a plus
● Interest in and familiarity with contemporary art and all disciplines appreciated

HOW to APPLY
Applications due August 15, 2023. Interviews will take place on a rolling basis starting in July and the process will include two interviews on zoom. Please send a cover letter, resume, and three references (names, emails, and phone numbers) to Ellen Lake, Executive Director/Co-Director at jobs@kala.org with Art Sales and Collection Manager in the subject line.

EOE STATEMENT
Kala Art Institute is an Equal Opportunity Employer and encourages diversity. Kala does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal legal system, or any other basis prohibited by law.

*BENEFITS INCLUDE
● Medical insurance, dental and vision insurance
● Generous holiday, vacation, and sick leave
● Simple IRA plan with employer matching up to 3% (after two years)
● Professional development funds provided ($500/year)
● Access to Kala’s studio equipment and discount on classes and workshops