

GALLERY ROUTE ONE  
EXECUTIVE DIRECTOR POSITION

**Background and description - Gallery Route One**

Gallery Route One (GRO) in Point Reyes Station is an artist-run gallery established in 1983 by 25 artists to serve the community in West Marin and beyond from its rural setting. GRO's mission: **to originate and present contemporary art exhibitions, educational programs and community outreach in order to inspire people to explore the world in new ways.**

The 20-25 artist members exhibit in solo and group shows throughout the year alongside curated shows by nonmember artists in the gallery's Project Space. The organization runs a gift shop on the premises, hosts the annual Box Show fundraiser, and supports two outreach programs: the Latino Photography Project and Artists in The Schools Program.

**Executive Director**

The Executive Director will have an appreciation for contemporary art, the ability to oversee the organization's diverse art-related programs, excellent management and leadership skills, and a collaborative style. The position is part-time, about 20 hours a week, much of it from a home or other off-site office.

The ED is hired by and reports to the Board of Directors. S/he is responsible for all the operations of GRO in collaboration with the Board and staff. The gallery is a small organization with an active and engaged Board and staff; everyone on the team pitches in when necessary to support staff members and artists, to deal with nitty-gritty details, and to assist wherever needed.

**Key responsibilities**

**General leadership and management**

- Maintains a thorough knowledge of GRO by-laws, policies, and practices.
- Acts as liaison between the Board of directors, the staff, and the artist members.
- Attends monthly Board of Directors, General Management Committee (GMC), Fund Development meetings, Art Openings and Artist-Member meetings (some on evenings and weekends).
- Provides updates to board as needed.

**Gallery Operation**

- Works with staff, Board, artist members and outreach coordinators to assure operations run smoothly.
- Works with board and staff on an assessment of gallery/physical plant needs; negotiates/liaison with landlord for upgrades and repairs.
- Staffs the gallery periodically.

**Fundraising and outreach**

- Oversees organization's publicity efforts, works cooperatively with staff to insure a coordinated message reaches the public through print and electronic media in a timely fashion.
- Insures a marketing plan is created and implemented.
- Collaborates with the Board of Directors to develop and facilitate fundraising activities and events as needed in support of ongoing and special expenses
- Assists in drafting and sending mail and email appeals.
- Researches and writes appropriate grants to support ongoing operations and/or special expenses.
- Maintains records of grant funding and works with Board treasurer to insure that appropriate reports are filed.

### **Fiscal management**

- With the Board of Directors, develops a sound understanding of the ongoing fiscal health and needs of the organization.
- Develops the annual budget with Board Treasurer and staff.
- Works with bookkeeper and/or other office staff to provide Board of Directors with monthly profit and loss reports, insuring that all financial records (i.e. QuickBooks) accurately reflect all expenses and income.
- Maintains bank accounts, signs checks as needed.

### **Community relations**

- With Board of Directors, maintains appropriate communication with community supporters to develop effective long-term relationships.
- Acts as liaison between GRO and West Marin community organizations.
- Represents GRO at events involving art related organizations in the greater San Francisco Bay Area.

### **Staff Supervision**

- Collaborates with Board/GMC to maintain accurate job descriptions for staff.
- Collaborates with GMC to supervise staff, maintain personnel records, facilitate training and professional development, and complete annual evaluations.
- Collaborates with Board of Directors to update and distribute personnel policies, as needed.
- After review by Board, hires new staff including advertising, interviews, reference checks, and communication with candidates.

### **Other**

Other duties as assigned

### **Qualifications and skills**

- A sense of humor and joy!
- Excellent oral and written communication skills
- Strong organizational and time management skills in a collaborative style - a team player
- Proficient in modern office technology including word processing, spreadsheets, and database management; comfortable with social media
- Nonprofit experience including knowledge of 501C3 operations
- Familiarity with small town, rural life in a diverse community
- Knowledge of San Francisco Bay Area art scene
- Understanding of contemporary art
- Physical agility to lift up to 25 pounds to shoulder height, and 50 pounds to waist to assist as needed.

### A plus:

Spanish fluency  
College degree

**For more information and to apply, email: [Board@galleryrouteone.org](mailto:Board@galleryrouteone.org)**