

## **SUGs Gallery Director: Programming**

15 hours per week

\$12.00 per hour

The SUGs Programming Gallery Director is in charge of organizing external events in correlation with the Student Union Gallery exhibitions, campus activities, and off-campus field trips. The Programming Gallery Director meets with exhibitors to develop programmatic opportunities, address logistic needs, and create production schedules. They will work in close contact with the Administrative Gallery Director, Assistant Director of Exhibitions and the PR & Marketing Gallery Director. In developing programs the director is responsible for researching proposals to find links between the theme of the exhibition and community members; whether connected with SAIC or the greater Chicago area, i.e. departments, guest speakers, performers, writers. Programming Gallery Director should familiarize themselves with school groups, faculty, and staff to utilize all resources at hand. Furthermore, the Programming Gallery Director will organize the event set-up and documentation for the SUGs archive.

### **Skills Required:**

- Strong organizational and team management skills.
- Ability to work under strict and overlapping deadlines.
- Capacity to work in a fast-paced environment.
- Ability to work constructively with people from a variety of backgrounds and skill levels.
- A knack for planning ahead.
- Ability to anticipate problems.
- Excellent verbal and written communication skills.
- Maintaining a professional and approachable attitude that exemplifies SUGs.
- Willingness to guide exhibitors towards new ideas for programming.
- Former experience organizing programs is preferred, but not required.

### **Main duties include but are not limited to:**

- Liaison with external and internal contractors for programs.
- Work with artists to research and workshop potential events for each exhibition.
- Create timeline and logistic plans for each program and opening reception.
- Prep necessary paperwork and other materials for all programs (i.e. sign up sheet, printed materials, example proposals, event programs).
- Work closely with PR & Marketing Gallery Director and exhibitors to develop programming statements and descriptions and discuss targeted groups/audience for outreach.

- Responsible for preparations leading up to event, including preparing necessary organizational and meeting material required for departmental or school-wide approval processes.
- Be present at actual event, run the program, and facilitate clean up.

**How to Apply:**

Send resume or CV, cover letter, and references to the Assistant Director of Exhibitions, Sarah Skaggs, [sskaggs@saic.edu](mailto:sskaggs@saic.edu). Please put SUGs PR & Marketing Director in subject line.