



Visual Arts Manager  
Real Art Ways - 56 Arbor St. - Hartford, CT  
[www.realartways.org](http://www.realartways.org) - 860-232-1006

Real Art Ways, a dynamic and innovative arts organization, seeks a Visual Arts Manager to join our team. The Visual Arts Manager will be responsible for the smooth functioning of our Visual Arts Program, working with guest curators, juries and Real Art Ways staff. We are open to Full Time or Part Time. Part Time rate is \$20.00 – \$25.00 per hour. Full Time salary is \$40,000 – \$45,000 plus benefits.

Responsibilities include:

- Manage day-to-day operations of our Visual Arts Program including:
  - o Verbal and written communication with artists and galleries
  - o Lead the installation and de-installation of exhibitions
  - o Organize artwork transport, handling and care
  - o Organize images and other exhibition related material
  - o Produce supplemental booklets for gallery exhibits
  - o Organize artist travel and accommodations
  - o Maintain artist and exhibition files (both electronic and physical)
  - o Maintain gallery spaces, including painting and repairs
  - o Manage and supervise interns when applicable
  - o Manage calendar of exhibitions and use of gallery spaces

Additionally, the Visual Arts Manager will:

- o Work with team members on visual arts related grants, applications, and reporting
- o Keep and update records of exhibitions
- o Monitor gallery budget
- o Offer tours of exhibits when applicable

Qualifications Include:

- Experience handling art, knowledge of best practices
- Knowledge of and enthusiasm for contemporary art
- Good written, verbal and interpersonal communication skills
- Knowledge of Mac systems, Google Workspace and Adobe Creative Suite
- Track record of seeing projects through to completion
- Passionate about equity and inclusion, and practices those values in their work
- Working knowledge of audio-visual equipment
- Positive attitude; ability to communicate effectively with colleagues
- Works well under pressure
- Experience with hand and power tools, facility and equipment maintenance
- Must be organized with a high standard for quality and attention to detail
- Support for Real Art Ways' mission
- Creative energy and sense of humor a plus!

If this sounds like an interesting opportunity and you want to be a part of our team, we want to hear from you! Please email cover letter & resume, in a single PDF to: [thaggertywenz@realartways.org](mailto:thaggertywenz@realartways.org). Subject line: Visual Arts Manager

***Real Art Ways provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability.***