



## **Job Opening: Capital Gallery Executive Director**

### **Responsibilities**

Support and manage the operations of the Capital Gallery, a fine art gallery located in historic downtown Bismarck that is operated by The Capital Gallery Society. Areas of oversight include, but are not limited to:

- Gallery management
- Fund raising & client outreach
- Art sourcing & curation; artist care
- Marketing, website, gallery & retail sales
- Inventory management
- Supervision of employees & volunteers

The position is responsible for providing regular financial & operational reports to a Chairperson, Executive Committee and Board of Directors, Salary range \$50,000+ depending on experience, plus benefits.

### **Preferred Experience/Background**

- Fine art sales experience
- Art gallery and/or retail sales experience
- Non-profit management & fund raising experience
- ShopKeep, Donor Perfect & QuickBooks experience
- Excellent verbal and written communication skills
- Bachelor's degree or equivalent experience preferred

### **Supervisory Responsibilities**

- Gallery employees
- Gallery volunteers & committees
- Consultants & vendors (website, receptions, galas, etc.)

### **Work Environment**

- Must be comfortable working with the public in an open, gallery environment
- Must be able to deal with changing priorities & deadlines with optimism & professionalism
- Schedules may vary from week to week based on business demands in excess of 40 hours

If you are interested in applying please contact Capital Gallery Society Chair Jim Christianson at (701) 220-4888 or email your resume and related information to: [gojc@qwestoffice.net](mailto:gojc@qwestoffice.net)

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*The Capital Gallery Society is a 501 (c) (3) non-profit organization whose mission is celebrating history, art and culture. Capital Gallery Society does not discriminate based on any protected classes or statuses.*