



The City of Brooksville City Gallery

Gallery Coordinator

The city of Brooksville is seeking persons interested in serving as Coordinator of the Brooksville Art Gallery, Hernando county's premier exhibition hall of the arts.

Located in Historic Uptown Brooksville, the two story Gallery features up to 150 hanging spaces, free-standing display cases, plus sufficient room for performance art. The Gallery Coordinator is expected to produce five (4) exhibits per year.

Each exhibit is publicly announced and celebrated with an evening reception to recognize the Artist's honored in the Gallery, a meet and greet, and an opportunity to showcase other arts, i.e. music, poetry reading, demonstrations, etc.

The Gallery Coordinator functions not only as the organizer of the City Gallery's exhibits and receptions, but also as the lead advocate for the arts within Brooksville, drawing people to the uptown district. This position includes public relations, marketing, fundraising for events and showcases, in addition to education and awareness programs within the City.

The Gallery Coordinator should be able to build strong relationships with local artisans as well as partners in the arts such as the Fine Arts Council, multiple media outlets, and of course our local businesses.

Excellent communication skills are required, both orally and written. The Coordinator must be computer literate, proficient in word documents and data base management and have the ability to post Gallery collections online. Physically, the Coordinator must be able to climb ladders, reach and lift up to thirty pounds.

Prior gallery/fine art training or experience a must.

The Coordinator must be able to function independently and with limited direction, as this is an independent contractor position (not employee).

Interested parties should submit resumes/portfolios no later than October 25, 2019 to the City Manager's office, 201 Howell Avenue, Brooksville, FL 34601. For information, please call (352) 540-3855.