

SEED/ARTS

The power of art in building community

Job Announcement: Columbia City Gallery Manager

Located in the heart of Seattle's Columbia City historic district, [Columbia City Gallery](#) is a program of SEEDArts (a department of SouthEast Effective Development) that is both an artists' collective and a community gallery that provides exhibit space serving a diverse group of artists and community partners. The 2,000 square foot gallery is complemented by a gift shop featuring work by over 60 local artists, and a mezzanine where members' artwork is displayed year-round.

Now celebrating its 25th year, Columbia City Gallery has presented community exhibits alongside member exhibits to showcase the diversity of Southeast Seattle, introduce underrepresented artists groups, and comment on issues relevant to the community.

Recent exhibit partners include the Seattle Black Renaissance Artists, Pacific Northwest African American Quilters Association, Y-WE, La Sala, and Seattle Central College. The gallery has gained national recognition for its collective model that brings together emerging and professional artists working in diverse media, including funding from the National Endowment for the Arts and [CNN coverage](#) of *Caring for Humanity*, an exhibit of portraits of pandemic healthcare workers.

Columbia City Gallery is a program of SouthEast Effective Development (SEED) and SEEDArts. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments in housing, arts, and economic development – with a special focus on residents with fewer opportunities and resources. SEED owns 1,135 affordable apartments and is an active developer of new buildings, helping to meet the need for affordable homes throughout Southeast Seattle. SEEDArts builds community by presenting diverse arts experiences, nurturing local artists, and infusing creativity into our neighborhoods. We offer visual, performing, media, and public art programs that support and sustain artists, inspire and connect residents, and revitalize community. Visit SEED's [website](#) for more information.



About the position:

The Gallery Manager reports to the SEEDArts Director and works with the Gallery Executive Committee and members to plan and execute gallery programs, including member and community exhibits, retail operations, and events. A successful candidate will foster an active, vibrant, and inspirational environment that supports member and guest artists while providing arts and cultural enrichment for the community.

SEED acknowledges that arts curation is a profession historically grounded in white privilege. As part of SEED's commitment to racial equity, SEED works for a gallery that is grounded in justice. SEED sees the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization.

Responsibilities:

- Evolve and grow the business model of the gallery to a changing landscape, so that it is positioned to thrive for another 25 years;
- Provide creative, collaborative, and innovative leadership to artists collective;
- Plan and execute an annual series of community exhibits that highlight underserved artists and diverse perspectives, providing opportunities for partner arts organizations;
- Work with members to develop and implement a recruitment plan to encourage new and diverse membership;
- Work with members to advance the marketing plan that includes public relations, advertising, social media, special events, and community outreach;
- Develop and implement the annual operating budget for approval by SEED; administer financial operations and maintain records in accordance with the budget (note: fiduciary responsibility lies with SEED);
- Oversee retail operations, including sales, retail policies, and customer relations;
- Oversee the Gift Shop operations, including inventory control and correspondence with consignment artists;
- Coordinate events and special programming at the gallery for local artists and residents;
- Collaborate with SEED and members to grow fundraising, grants, and contributed revenue at the gallery;
- Maintain the gallery facility, including oversight of basic maintenance and cleaning.

Required Qualifications:

- Three years curatorial experience, relevant gallery experience, or arts program administration;
- Three years management or leadership experience;
- Proven experience in retail operations and financial management;
- Proficiency in marketing and public relations;
- Demonstrated commitment to racial justice and equity;
- Willingness to work in Seattle's vibrant Columbia City neighborhood.

Desired Qualifications:

- Collaborative team builder capable of enhancing morale, gaining respect of and forging positive relations with gallery collective members, guest artists, and SEED staff;
- A BA or BFA in arts, nonprofit management, or business administration or related field;
- Good computer skills, with proficiency in Microsoft Office 365;
- Ability to work with minimal supervision – self-motivated and confident;
- Ability to balance a multitude of interests and demands at the same time.

Compensation:

SEED offers a competitive benefits package, including health, dental and vision insurance, as well as an organizational retirement plan. The pay range for this 30 hour/week position is \$25-30/hour, depending on experience, plus benefits. SEED offers a flexible work schedule and allows for some remote work.

To Apply:

Send a cover letter, resume, and list of references in a single PDF to: artsinfo@seedseattle.org. Please put **“Columbia City Gallery Manager”** in the subject line. The position is open until filled. In fairness to all candidates, SEED is not taking calls from individual applicants.

SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.