

Gallery Manager

Location: Palo Alto, California

Compensation: Annual salary range 55K – 70K. Salary commensurate with experience

About Qualia Contemporary Art

Qualia Contemporary Art is a vibrant art gallery located in the heart of Palo Alto's downtown. We are dedicated to showcasing contemporary artworks and fostering a dynamic environment for artists, collectors, and the community. We are currently seeking a

Gallery Manager to join our team. The ideal candidate will have experience in contemporary art gallery operations, a strong background in art management, art history, or design, and a passion for driving the success of a contemporary art space.

Gallery Manager Responsibilities

- Oversee the day-to-day operations of the gallery and its staff, ensuring a smooth and professional environment for exhibitions, visitors, and events.
- Lead the gallery team in coordinating exhibitions, installations, de-installations, and special events.
- Manage communications with artists, collectors, and external vendors to ensure effective collaboration and scheduling.
- Develop and implement strategic marketing and promotional plans to increase visibility, engagement, and sales, including managing the gallery's social media, website, and newsletters.
- Handle sales inquiries, foster relationships with existing and prospective clients, and maintain a professional client database.
- Oversee inventory management, including cataloging and managing artwork logistics (shipping, receiving, installation, etc.).
- Ensure compliance with gallery policies and maintain accurate records, contracts, and files.
- Plan and organize gallery openings, artist talks, and community outreach programs to build engagement and promote the gallery's mission.
- Some scheduling flexibility is needed for openings, art fairs, and events.
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Qualifications

- Bachelor's degree or higher in Arts administration, Art History, art business or a related field.
- Minimum of 3 -5 years of experience in a contemporary art gallery or similar arts-related setting.
- Strong leadership and team management skills, with the ability to motivate and guide staff to meet goals.
- Excellent written and verbal communication skills, with a keen attention to detail.
- Proficiency with art gallery software and marketing tools (Adobe Creative Suite, Mailchimp, and social media platforms).
- Passion for contemporary art and familiarity with the local and international art markets.
- Ability to multitask and manage multiple projects simultaneously in a fast-paced environment.

Language proficiency: Fluency in Mandarin Chinese (spoken, read, and written) is preferred, but not required.

How to Apply

Please send your resume, cover letter, and portfolio (if applicable) to [qca_info@qualiagallery.com] with the subject line "Gallery Manager Application."