

The Sheldon Concert Hall & Galleries

Gallery Director

Job Description

Position Title: Gallery Director

Reports to: Executive Director

Schedule: Full-time, salaried, 40-hour work week with frequent evenings and weekends

The Sheldon is an equal opportunity employer. People of color, individuals with disabilities, members of the LGBTQIA+ community, and veterans are encouraged to apply.

About the Sheldon

The Sheldon is a nonprofit organization that presents concerts by the world's greatest artists in its historic Sheldon Concert Hall, compelling visual art exhibitions in its newly renovated galleries, and education programs that change the lives of thousands of children in the St. Louis community and beyond. The Sheldon hosts more than 350 events per year and welcomes over 100,000 visitors.

Built in 1912 as home to the Ethical Society of St. Louis, The Sheldon consists of a 700-seat concert hall, a 300-seat ballroom, a 500-seat banquet room, and two gallery spaces, in the heart of St. Louis's Grand Center Arts District. With a committed board and a stable donor base, The Sheldon is one of the city's great cultural institutions.

The Sheldon Art Galleries are at the center of the recently completed \$10 million renovation that reimagined its exhibition spaces. The result is approximately 5,000 square feet of open, versatile gallery space with new museum-quality lighting. This is a rare opportunity for a curator to help define how these spaces are used for years to come.

Roles and Responsibilities

The Gallery Director is responsible for the overall success of The Sheldon's gallery program - curation, sales, and day-to-day operations. The Director manages the gallery budget and takes an active role in fundraising alongside the development team. The ideal candidate has a strategic mindset, enjoys building community relationships and event partnerships around each exhibition, and can lead an artistic vision that serves a diverse audience while working collaboratively across The Sheldon's other programs.

Programming

- Plans the exhibition schedule in line with the mission of The Sheldon and any strategic plan priorities. The Sheldon's artistic identity is at its best when the Gallery and Concert Hall are connected through thoughtful programming elements.
- Conceives of and directs exhibition layouts, communicates with artists, and oversees all exhibition signage.
- Arranges shipping for works of art and coordinates couriers as needed.
- Coordinates and supervises an on-call framer to mat and frame exhibitions.
- Maintains high visibility in the community: attending gallery openings, donor events, and industry gatherings; participating in art show jurying; giving lectures to community organizations and universities; and attending industry conferences and exhibit-research travel.
- Collaborates with Programming Team on shared priorities, and education and engagement initiatives, including the creation of age-appropriate student tours, and community activities and engagement with Programming team on shared priorities, and education and engagement initiatives.

- Organizes gallery-related lectures and programs, including travel arrangements for guest speakers when needed.

Administration

- Oversees all aspects of the gallery budget - creation, maintenance, and reporting.
- Prepares monthly insurance reports tracking the value of all artwork on Sheldon premises and oversees the safety and care of The Sheldon's Permanent Collection.
- Supervises gallery desk attendants, delegating appropriate tasks.
- Partners with the marketing team to create and update gallery materials.
- Works with the development team on donor strategy: identifying and cultivating prospects, writing grants for special projects, supplying content to the development office, and supporting fundraising and donor appreciation events. Tracking and reporting attendance and impact of the gallery exhibits and programs.

Requirements

- Bachelor's degree or equivalent related work experience.
- Experience in the visual arts field (gallery, museum, or related setting).
- Some supervisory or team-leadership experience preferred; candidates ready to grow into people management are encouraged to apply.
- Strong written and verbal communication skills.
- Excellent interpersonal skills, diplomacy, and discretion.
- Ability to work effectively with people of varied backgrounds, personalities, and sensitivities.
- A valid U.S. driver's license or state-issued ID.
- Ability to work evenings and weekends as exhibitions and events require.
- Ability to travel to industry events.
- Physical ability to climb a ladder and perform hands-on installation work — lifting, moving, and hanging artwork and exhibition materials.
- Because this position works closely with children, The Sheldon will conduct a background check prior to employment.
- Experience in education is a plus.

The successful candidate will bring a genuine artistic point of view, paired with curiosity and adaptability as the institution and community evolve. They'll be comfortable representing The Sheldon publicly and will be an energetic, engaged ambassador for the organization.

Terms of Employment

- Salaried position, 40-hour work week, with frequent evenings and weekends.
- Competitive benefits package including health insurance, retirement match, and vacation.

How to Apply

Please submit your resume and a cover letter to lwells@thesheldon.org with the subject line: Gallery Director Application — [Your Name]