



Georgia Department of Economic Development  
Position Announcement

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|------------------------------|---|---------------|-------------|
| Title:                       | <b>Visual Arts Manager<br/>Time-Limited Position</b>  | Entry Salary: | \$50K       |
| Division:                    | <b>Georgia Council for the Arts</b>   | Location:     | Atlanta, GA |
| Duties and Responsibilities: | <p>The Georgia Department of Economic Development (GDEcD) is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts events and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.</p> <p>The Visual Arts Manager will be responsible for curating and managing an art exhibit that will tour rural communities in the state. This person will also manage the 600+ piece state art collection. The ideal candidate will be someone who can multi-task and manage several different projects in a fast-paced environment. The selected candidate will work closely with the GCA staff to develop community and arts education activities tied to the exhibit. This is a time-limited position, with funding available to support this position through October, 2026. The position is eligible for the full GDEcD benefits package.</p> <p>Primary duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Curate, develop and manage a touring visual arts exhibit utilizing the state art collection</li> <li>• Work with GCA staff to develop community activities and arts education guides for the touring exhibit</li> <li>• Update the state art collection database, which includes: <ul style="list-style-type: none"> <li>○ Updating locations for artwork</li> <li>○ Tracking long-term loans</li> <li>○ Adding archival material to the database</li> </ul> </li> <li>• Reorganize storage for the state art collection</li> <li>• Update loan agreements</li> <li>• Create a conservation plan for the art collection</li> <li>• Create a plan for the state to utilize the collection in the future</li> <li>• Assist the Executive Director in managing the Art of Georgia program, which showcases work by artists across the state in the Capitol</li> </ul> <p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• Working with the GCA staff on collaborative projects and activities</li> <li>• Creating reports and recommendations for the state art collection</li> <li>• Other duties as assigned</li> </ul> |               |             |



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| Minimum Qualifications and Competencies: | <ul style="list-style-type: none"> <li>• Bachelor's degree in art history, collections management or visual arts AND/OR three years of experience working with art collections</li> <li>• Ability to quickly pick up new database systems</li> <li>• Strong organizational and project management skills</li> <li>• Proven track record of meeting deadlines and working with stakeholders.</li> <li>• Comfortable with a team-oriented work environment</li> <li>• Experience working in some capacity in the arts community</li> <li>• Excellent verbal and written communication skills, self-motivated and self-driven</li> <li>• Comfortable working collaboratively</li> <li>• Understanding of/affinity with artists/creative workers' processes</li> </ul> |                            |              |
| Preferred Qualifications:                | <ul style="list-style-type: none"> <li>• Three years of experience working in the Georgia arts community</li> </ul>  |                            |              |
| Travel Required?                         | Yes, limited   | Nights, Weekends Required? | Occasionally |
| Deadline                                 | <b>Open Until Filled; Apply ASAP. Resumes will be reviewed immediately. Position will be filled as soon as a suitable candidate is identified.</b>   |                            |              |

**Application Instructions:** To apply for this position, ***you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at <https://www.georgia.org/about-us/career-job-search>***. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email [jobs@georgia.org](mailto:jobs@georgia.org).

**Additional Information for Applicants:** *All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.*

*\*To be considered for a salary offer above the entry level (if a range is posted), the successful candidate MUST have most of the education and experience qualifications shown as preferred. To receive an offer at the top of the range posted, experience must exceed preferred level. Offers will not exceed the top amount posted.*

*Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.*

*Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.*

### **GDEcD is an Equal Opportunity Employer**