



# Albany Public Library

161 Washington Avenue | Albany, New York 12210 | (518) 427-4300

## **Art Exhibition Coordinator | Request for Proposals** **Applications Due December 28, 2018**

### **Purpose of the RFP:**

This request for proposals is for the purpose of selecting an Art Exhibition Coordinator for the Albany Public Library. Albany Public Library requests sealed proposals for the Art Exhibition Coordinator to commence on February 1, 2019 for a one year term to end on January 31, 2020.

Written responses to this request for proposals must be received no later than Friday, December 28, 2018. Interviews with a committee will be held during the first 2 weeks of January 2019.

### **A Description of the Library:**

The Albany Public Library (the "Library") is a school district public library chartered by the Board of Regents of the State of New York to serve the residents of the City School District of Albany (the "School District"). The Library operates seven branches in the City of Albany, New York (the "City"). The branches are located on Washington Avenue, Henry Johnson Boulevard, New Scotland Avenue, Delaware Avenue, Schuyler Street, Western Avenue, and North Pearl Street. It is one of 29 member libraries in the Upper Hudson Library System ("UHLS"), and is also the central library of the UHLS.

The Art Exhibition Coordinator will, under the supervision of the Head of West Branches, implement the library's established exhibit policies and procedures, including the selection, arrangement and installation of the artwork to be displayed at our Pine Hills Branch location with the possibility of expanding exhibit space to other branches in the APL system.

### **Essential Duties and Responsibilities:**

- Initiate a Call For Artists, coordinate materials received, prepare materials for the Library's Art Exhibition Committee review
- Schedule and attend meetings with the Library's Art Exhibition Committee
- Select artwork with guidance from the Art Exhibition Committee for exhibitions
- Determine the exhibition schedule and annual frequency
- Manage and coordinate the production, installation and deinstallation of exhibitions
- Prepare and retain standardized contracts, condition reports and loan agreements
- Receive artwork at the exhibition site
- Prepare artwork for return to the artist at the conclusion of the exhibit
- Collect Artists' Statements and compose all interpretive and informational materials
- Provide descriptive text and high resolution images suitable for publication to the Library's Public Information Officer
- Maintain electronic databases for exhibitions, including those for announcement mailing, press releases and artists' information
- Serve as a liaison to the general public, artists and library staff in regard to all facets of the exhibition program with consultation with the Head of West Branches
- Oversee the conservation of the artwork on exhibit in the Library, including routine cleaning, repair, safety and maintenance of signage and labels

**Qualifications:**

- Interest in and familiarity with contemporary visual art
- Knowledge of proper art handling/installation procedures
- Strong organizational skills and ability to effectively manage and complete a variety of tasks
- Excellent written and verbal communication skills
- Ability to physically manage the safe transport and installation of two and three dimensional artwork
- Proficiency with standard computer software, such as MS Office Suite (eg. Word, Excel, Powerpoint); additional experience with graphic design programs (eg. Adobe InDesign, Illustrator, Photoshop) preferred

**Education:**

Completion of a four-year degree in fine arts, art history, arts management or related field or equivalent experience in the visual arts.

**Term of Engagement:**

Independent Contractor at \$2,750 per exhibit (2 exhibits per year), in addition to relevant travel expenses. One year contract

**Application Process:**

Send resume and cover letter to:

Melanie Metzger, Assistant Director  
Albany Public Library  
161 Washington Ave.  
Albany, NY 12210  
[metzgerm@albanypubliclibrary.org](mailto:metzgerm@albanypubliclibrary.org)