



## Alaska State Council on the Arts ART BANK MANAGER Contract Available

The Alaska State Council on the Arts has a contractual position available for an Art Bank Manager. The contractor will work flexible hours and a combination of telework and on site at 161 Klevin St. #102 between the hours of 8:30 a.m. and 4:30 pm, for approximately 15-20 hours per week.

Compensation is commensurate with experience, not to exceed \$30,000 USD per fiscal year.

Start Date: April 1, 2021

**DEADLINE TO APPLY: March 15, 2021**

Required qualifications:

1. Experience in public service, public processes or administration of community engagement projects
2. Knowledge of Alaskan visual artists, art techniques and art handling
3. Proficiency with Microsoft office software or collections-based database software
4. Physical ability to lift and carry paintings and portable sculpture when required
5. Ability to contract with the State of Alaska as a business owner/contractor and to provide required insurance.

The scope of work expected from the contractor will consist of management, curatorial duties and arranging conservation services to maintain and preserve the Alaska Contemporary Art Bank. The management and curatorial services of the Alaska Contemporary Art Bank include:

- Meeting with representatives of state agencies and assisting with selection of artwork. Appointments will be arranged as needed with respect to the convenience of the borrowers
- Processing loan agreements with state agencies, including the Governor's Office, legislative and judicial branches
- Continually assessing the condition of art bank pieces
- Providing periodic reports and recommendation to ASCA Executive Director for any damaged artwork that may need immediate attention especially those with historical, cultural and archaeological significance to the state
- Working with Visual Art Committee on acquisitions and/or deaccessions for any art bank pieces



## ALASKA STATE COUNCIL ON THE ARTS

---

- Coordinating with ASCA's Executive Director, other state agencies and arts organizations to administer exhibitions of art bank pieces and calls for art, as required
- Assisting in promotion of the Alaska Contemporary Art Bank collection and services
- Developing systems to track artwork, artists and loan status
- Maintaining a database of works in the art bank collection and loan agreements
- Handling, packing and/or crating art for shipment or delivery to state offices, including associated state-side travel
- Other projects as required which may include facilitating Percent for Art selection on a project by project basis.

### **Application**

To apply for this position, contact ASCA Executive Director, Andrea Noble ([andrea.noble@alaska.gov](mailto:andrea.noble@alaska.gov)) or 907-269-6605

Applicants must provide a resume, three references and letter of interest, no more than two pages in length that addresses the required qualifications in addition to other experience relevant to the scope of work.

### **Background Information**

The Art Bank is a circulating collection of over 600 original works of art by Alaskan artists which is available to Alaska state offices including the Office of the Governor, legislative and judicial branches. During 1975, the Art Bank was developed by the Alaska State Council on the Arts as part of its ART IN PUBLIC PLACES program. The Alaska Contemporary Art Bank supports and encourages professional Alaskan visual artists by purchasing original artwork.