Visual Arts and Gallery Operations Manager
Crooked Tree Arts Center – Traverse City

Position Title: Visual Arts and Gallery Operations Manager
Location: Crooked Tree Arts Center, 322 Sixth St., Traverse City, MI 49684
Reports to: Managing Director, Traverse City Campus
Status: Full-time**,** Exempt

Position Summary
The Visual Arts and Gallery Operations Manager plans, implements, presents, documents, and promotes exhibitions, community arts programming, and art fair operations at Crooked Tree Arts Center's (CTAC) Traverse City campus. The position oversees gallery operations, artist relations, exhibition management, community programming, volunteer coordination, and the administration of two annual juried art fairs.

As a primary steward of the visitor experience in CTAC's gallery spaces, the Visual Arts and Gallery Operations Manager supports artists, volunteers, and community members through thoughtful exhibitions, engaging public programs, and meaningful opportunities to participate in the arts. The position leads the planning and execution of the Crooked Tree Arts Center Art Fair and Suttons Bay Art Festival, managing artist recruitment, jury processes, logistics, volunteer coordination, and event operations for events that collectively serve more than 200 artists each year.

Working collaboratively with staff, artists, volunteers, sponsors, and community partners, the Visual Arts and Gallery Operations Manager advances CTAC's mission to create ways for people to connect, learn, and grow through the arts while strengthening Northern Michigan's creative economy and cultural landscape.

Essential Duties and Responsibilities

Exhibition Planning, Design, and Installation; Curatorial and Exhibition Management

- Coordinate and manage exhibition schedules in collaboration with the Managing Director.
- Develop exhibition budgets in collaboration with the Managing Director.
- Curate, design, and install exhibitions in the following spaces:
    - Cornwell Gallery
    - Carnegie Galleries
    - East Gallery
    - West Gallery
    - Libragallery

Develop exhibition layouts that maximize visitor engagement and present artwork effectively.

- Coordinate artist communications before, during, and after exhibitions.
- Schedule and oversee artwork delivery, installation, and deinstallation.
- Maintain exhibition calendars, schedules, and installation timelines.
- Ensure exhibitions are professionally presented and maintained throughout their duration.

Gallery Preparation and Maintenance

- Prepare gallery spaces between exhibitions.
- Patch, sand, paint, and repair gallery walls as needed.
- Maintain exhibition hardware, pedestals, display systems, and gallery equipment.
- Monitor gallery appearance and address maintenance needs promptly.
- Coordinate additional assistance when exhibition preparation or installation requires support.

Exhibition Graphics and Interpretation

- Design and install exhibition labels, wall text, and vinyl graphics.
- Create gallery signage and directional materials.
- Ensure exhibition information is accurate, accessible, and consistent with CTAC branding.
- Develop educational and interpretive materials that enhance visitor understanding of exhibitions.
- Collaborate with CTAC–Traverse City staff to identify and incorporate educational elements that enrich the exhibition experience.

Artist Relations and Public Programming

Artist Engagement

- Serve as the primary liaison between exhibiting artists and CTAC.
- Coordinate artist agreements, exhibition logistics, and communications.
- Support artists throughout the exhibition process.
- Maintain positive, professional relationships with local, regional, and national artists.

Exhibition Programming

- Plan and coordinate exhibition opening receptions.
- Coordinate artist talks and gallery discussions associated with exhibitions.
- Develop, coordinate, and manage the quarterly Ekphrastic Writing Series.
- Create opportunities for community engagement connected to exhibitions.
- Collaborate with staff to develop new exhibition-related programming opportunities.

Reception and Event Management

Coordinate exhibition reception logistics, including:

- Artist communications
- Event setup and teardown
- Refreshments and supplies
- Volunteer staffing
- Guest experience and hospitality
- Ensure receptions and exhibition-related events provide a welcoming, organized, and engaging atmosphere for artists and visitors.

Collections, Inventory, Documentation, and Sales

- ConsignCloud Management
- Maintain exhibition inventory records in ConsignCloud.
- Enter and update artist information and artwork records.
- Track artwork sales and inventory movement.
- Maintain accurate artwork pricing and commission information.
- Ensure artist records remain current, complete, and accurate.
- Handle, ship, and receive artwork.

Documentation and Reporting

- Photograph and document exhibitions, receptions, and gallery events.
- Maintain records of:
    - Participating artists
    - Number of artworks exhibited

    - Artwork sales
    - Attendance figures
    - Program participation
- Archive exhibition materials, photographs, and records.
- Prepare reports as requested by the Managing Director.

Financial Tracking

- Maintain exhibition financial workbooks and related tracking documents.
- Monitor exhibition expenses and revenue.
- Provide financial reports and updates to the Managing Director.
- Maintain accurate financial records and documentation related to gallery operations.

Marketing and Communications Support

Exhibition Promotion

- Create exhibition pages and event listings for the CTAC website.
- Ensure exhibition information remains accurate and up to date.
- Develop promotional graphics and materials for exhibitions and related programs.
- Submit exhibitions to relevant community calendars.
- Promote exhibition receptions, artist talks, and related events through Facebook and other social media channels.
- Coordinate with CTAC staff to ensure promotional materials and communications are consistent with organizational branding and marketing practices.

Artist Calls and Exhibition Applications

- Create and manage exhibition calls through Call for Entry (CaFÉ) and Zapplication (Zapp).
- Coordinate application timelines and artist communications.
- Organize jury review materials and processes.
- Maintain records related to exhibition applications, jury reviews, and selections.
- Promote exhibition calls through social media and coordinate their inclusion in the monthly guild email with the Visual Arts Director.

Art Fair Management

Crooked Tree Arts Center Art Fair

- Manage the planning, coordination, and execution of the annual Crooked Tree Arts Center Art Fair.
- Develop the art fair budget and financial workbook in collaboration with the Managing Director.

- Coordinate approximately 100 participating artists.
- Oversee artist communications, jury processes, booth assignments, and event logistics.
- Coordinate volunteer recruitment, scheduling, and event operations.
- Assist with sponsorship and vendor coordination as needed.
- Participate in event setup, on-site management, and teardown.
- Supervise the hired Art Fair Assistant and coordinate delegated responsibilities.

Suttons Bay Art Festival

- Manage the planning, coordination, and execution of the annual Suttons Bay Art Festival.
- Develop the festival budget and financial workbook in collaboration with the Managing Director.
- Coordinate approximately 100 participating artists.
- Oversee artist communications, jury processes, booth assignments, and event logistics.
- Coordinate volunteer recruitment, scheduling, and event operations.
- Participate in event setup, on-site management, and teardown.
- Supervise the hired Art Fair Assistant and coordinate delegated responsibilities.

Special Events and Organizational Support

Provide leadership, coordination, or support for major annual events and other organizational programs, including:

- Paint Grand Traverse
- Merry Marketplace and Holiday Artist Markets
- Student Art Exhibit
- Exhibition receptions
- Artist talks, including event leadership and coordination
- Additional organizational programs and special events as assigned

The Managing Director and relevant CTAC staff will coordinate individual event responsibilities to set priorities, clarify roles, and ensure appropriate support.

Workload, Collaboration, and Prioritization

The Visual Arts and Gallery Operations Manager oversees multiple interconnected programs and operational responsibilities throughout the year. Workload varies according to exhibition schedules, gallery changeovers, art fair preparation, and major organizational events.

The position works collaboratively with the Managing Director and other CTAC staff to establish priorities, coordinate resources, and ensure effective program delivery. The position carries out responsibilities with appropriate staff, volunteers, and temporary event support.

When competing deadlines, seasonal demands, or additional assignments create conflicts with established priorities, the Visual Arts and Gallery Operations Manager will work with the Managing Director to determine appropriate sequencing, delegation, and resource allocation.

Evening and weekend work may be required for exhibitions, receptions, art fairs, and special events. Scheduling and workload expectations will be managed in accordance with organizational policies and applicable employment requirements, along with other duties as assigned.

Position Impact
The Visual Arts and Gallery Operations Manager plays a key role in shaping CTAC's artistic, educational, and visitor experiences. Through effective exhibition management, artist relations, community programming, volunteer engagement, gallery operations, and art fair leadership, the position contributes significantly to CTAC's reputation as a leading visual arts organization serving Northern Michigan.

Application Process:

Interested applicants should submit the following materials:

- Cover letter outlining their experience and qualifications
- Resume
- Three references, including at least two professional references and one community reference.

Application materials should be submitted to Kyle Warner at kyle@crookedtree.org.

Applications received by November 25, 2026, will receive priority consideration.

Compensation: Salary is commensurate with experience