



## **Visual Arts Director Job Description Crooked Tree Arts Center (Petoskey, MI)**

**Position Title:** Visual Arts Director

**Location:** Crooked Tree Arts Center, 461 E Mitchell Street, Petoskey, MI

**Reports To:** President

**Status:** Full-time, Exempt

### **About Crooked Tree Arts Center:**

Crooked Tree Arts Center (CTAC) is a non-profit organization serving Northern Michigan for over 50 years. At CTAC, our mission is to create ways for people to connect, learn, and grow through the arts. We offer year-round visual arts exhibitions, classes, lectures, performances, and other special events.

### **Position Overview:**

Crooked Tree Arts Center is seeking a full-time Visual Arts Director. Ideal candidates are passionate about the arts, experienced in exhibition curation and working with artists. Experience in galleries or museums is preferred.

The Visual Arts Director oversees all visual arts operations at Crooked Tree Arts Center in Petoskey. This includes scheduling, exhibition design and installation, and the development of dynamic, diverse, and educational exhibits and related programming. The role also oversees the education and outreach programming including creating hands-on art projects for docent tours. Responsibilities extend to managing the Art Tree Sales Gallery, a retail space featuring jewelry, cards, pottery, paintings, sculpture, home décor, and functional art.

The Visual Arts Director reports to the President and provides direct supervision to the Education and Outreach Manager to support the development and implementation of visual arts programs. They will also work in tandem with CTAC staff, board members, and committees to present engaging arts programming.

Candidates must be available for a flexible schedule, including some weekends and evenings. The position is based in Petoskey, with occasional one-day travel to Traverse City for special events.

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

#### **Gallery & Exhibitions Management**

- Administer all exhibitions in the Crooked Tree Arts Center galleries, including scheduling, curating, designing, and installing to best align with the organization's mission and vision.
- Develop and maintain the annual exhibition schedule, balancing recurring exhibits with opportunities for regional and national recognition.
- Manage all logistics for exhibitions and visual arts programming, including artwork inventory, intake/outflow records, shipping, and presentation needs.
- Plan and execute opening receptions and special events in collaboration with CTAC staff.

- Manage the Art Tree Sales Gallery in Petoskey, ensuring a balanced consignment inventory, creating signage and labels, and maintaining financial and sales reporting.

### **Budget & Administration**

- Develop, oversee, and optimize the visual arts budget in coordination with, and subject to approval by, the President and Board.
- Maintain historical records for all visual arts activities and ensure accurate data management across exhibits and programs.

### **Education & Outreach Programming**

- Supervise and oversee educational and outreach activities to ensure alignment with the exhibition schedule, organizational goals, and a strong visual arts curriculum that supports foundational skill-building for students of all ages.
- Lead and administer all visual arts programming, secure jurors and artists, and collaborate with staff on classes, workshops, lectures, and public art initiatives.

### **Committees & Volunteers**

- Work with the Visual Arts Committees to cultivate an engaged committee, recruit and train volunteers, and support their involvement in visual arts programming.

### **Development & Grants**

- Collaborate with development staff to prepare sponsorship and grant proposals and secure in-kind contributions, providing appropriate documentation and reports.

### **Organizational Engagement**

- Participate in major CTAC events (e.g., Dart for Art, New Year's Eve at the Arts Center, paint out, etc.) and attend required staff, committee, and board meetings.
- Represent CTAC professionally to artists, partner organizations, donors, and the business community.
- Perform related duties as assigned by the President.

### **Knowledge, Skills, and Abilities Required:**

- Expertise of gallery/museum operations, including curating, exhibition design, installation, and art handling.
- Knowledge of the best practices that contribute to meaningful Visual Arts Programming with a clear vision that aligns with the mission of the organization.
- Design and implement a comprehensive visual arts curriculum that builds foundational skills and encourages growth for students at every age level.
- Experience managing retail or consignment galleries, including inventory, pricing, and financial tracking.
- Proven ability to supervise and manage staff, offering guidance, feedback, and support to team members.
- Strong organizational and project-management skills to coordinate multiple exhibits, programs, and deadlines.
- Effective written and verbal communication skills for working with artists, staff, volunteers, and the public.

- Skill in planning and executing exhibit logistics, including shipping, receiving, and artwork documentation.
- Ability to work collaboratively with a variety of stakeholders, including committees, donors, community partners, and internal staff.
- Ability to develop annual exhibition schedules and secure jurors, artists, and partners for programming.
- Proficiency with digital tools for recordkeeping and data management (e.g., CMS, inventory systems, Microsoft Office).
- Ability to recruit, train, and collaborate with volunteers and committee members.
- Ability to work a flexible schedule and represent CTAC professionally in the community.
- Candidates must be able to lift 25 pounds or more and have a valid driver's license.

### **Minimum Qualifications:**

Bachelor's degree in Fine Arts, Museum Studies, Design or other related field of study. Minimum of three years of experience in a related position with relevant knowledge of design, installation and exhibitions required. Master's degree preferred.

### **Compensation:**

- Salary commensurate with experience
- Health Insurance
- 403 B Retirement Plan
- Short-Term Disability Plan

### **To Apply:**

Please submit a cover letter outlining your vision for this role, along with a resume and three professional references, to Administrative Assistant Grace Darden at [grace@crookedtree.org](mailto:grace@crookedtree.org). For questions, please contact Grace at (231) 347-5552. Preference will be given to applications received by December 31, 2025.

For more information, visit [www.crookedtree.org](http://www.crookedtree.org).

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