



September 1, 2025

Job Title: Visual Arts Coordinator

Reports To: Visual Arts Director

Direct reports: None

Position Overview

A part-time, hourly employee, the Visual Arts Coordinator works a maximum of 28 hours each week to support the visual arts program in the development and realization of visual arts exhibitions. The Visual Arts Coordinator supports the Visual Arts Director and works closely with visiting artists and contract preparators to orchestrate the successful launch of visual arts exhibitions.

Focus Area 1: Exhibition Execution

Success Statement: The Visual Arts Department works at a fast-pace to ensure the planning and execution of original, high-quality exhibitions on a regular rotation.

Performance Standard:

- Execute tasks for the advancement and preparation of all visual arts exhibitions.
- Communicate effectively and precisely with artists to receive exhibition statements, artwork imagery, and documentation as required by the exhibition schedule.
- Coordinate artwork delivery and return with lenders and maintain necessary loan documentation.
- Serve a preparator, as needed, for the successful installation of all exhibitions.
- Adhere to all the safe work practices in order to ensure the health and safety of all personnel in the exhibition environment.
- Adhere to all art handling best practices and ensure the integrity and condition of artworks in the care of the AcA.
- Build pedestals, frame artworks, and provide quality control for Visual Arts audio and video systems, take archival installation photography, and conduct other tasks as assigned.
- Research artists and installation techniques as directed by the Visual Arts Director.

Focus Area 2: Workplace Relationships

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:

- a. Report to Visual Arts Director
- b. Attend weekly Visual Arts Department meetings
- c. Serve as a liaison and assistant for visiting artists.
- d. Communicate effectively and collaboratively with the AcA team members to support the successful and timely launch of visual arts projects..
- e. Manage task flow with Visual Arts Director, contractors, and all AcA program directors that rely on support from the Visual Arts department.
- f. Meet deadlines and work swiftly and reliably.
- g. Assist with special projects, as appropriate.



Qualifications

- Demonstrated experience in art exhibition preparation and art handling is required.
- Superior computer skills including the use of office programs (Adobe Creative Suite, Google Workspace, Docs, Sheets, Basecamp) are required.
- Must be able to safely lift and move up to 50 pounds, work with tools and equipment for exhibition preparation, and remain on your feet for extended periods during installation.
- Ability to communicate effectively with artists in order to meet deadlines is required.
- Superior organizational skills are required.
- Ability to work evenings, weekends, and holidays, as needed, is required.
- Ability to self-start and meet goals unsupervised is required.
- Experience in visual arts / gallery management is preferred.
- Bachelor's degree is preferred.
- A high school diploma is required.
- Team player who enjoys a fast-paced environment.

Compensation & Benefits

- \$12-\$14 per hour 20-28 hours a week dependent on qualifications
- Retirement: Employer-matched SIMPLE IRA (3% contribution)
- Membership: Complimentary Insiders Membership at Acadiana Center for the Arts
- Event Access: Free admission for you and a guest to AcA events, when space is available
- Work Environment: Collaborative, fast-paced, mission-driven nonprofit