



1902 South Main Street
Seattle, WA 98144-2200
www.pratt.org

Job Title: Auction Art Manager

Department: Development
Reports to: Development Director
Part-time, Seasonal (Dec-May): Hours vary weekly
Compensation: \$20 Hourly

Description: Pratt Fine Arts Center seeks a resourceful and motivated candidate to assist with its 36th Annual Fine Art Auction. Working closely with Pratt's Development staff, the Auction Art Manager will: support the process of soliciting and securing art and experience donations; produce complete and accurate database entries, including art photography and artist information; ensure safe handling and successful exhibition; and promote positive relationships with donating artists.

This is a part-time, seasonal position beginning immediately and concluding in May 2018. Hours are flexible, beginning at 10 hours per week and gradually increasing as needed to 40 hours per week for the month of the auction event (April 2018). Further details below.

This is the perfect job for an artist or art enthusiast who wants to work with a creative community without the commitment of a full-time, year-round position.

Responsibilities Include:

- Oversee all communications with donating artists including deadline reminders, commissions, and appropriate recognitions
- Execute auction procurement messaging and invitation mailing
- Assist with securing storage site
- Manage online submission process and intake of donated artwork
- Manage data entry and updates in event database (Auction Tracker) and Excel spreadsheets
- Packing, storing, handling, and transporting artwork as necessary
- Manage logistics for jurying process and catalog photography shoot
- Supply timely and accurate information for production of the auction catalog
- Produce bid sheets, artwork labels, and other auction materials related to the artworks
- Oversee the exhibition of the artwork at the event venue
- Manage the coordination of volunteer art handlers/packers during event
- Generate post-event artist acknowledgements and commissions
- Coordinate the delivery/pick-up of sold artworks for buyers
- Assist with the finalization of non-art, experience-based auction packages
- Other duties as assigned

Minimum Qualifications Include:

- Flexible availability leading up to and after the event on April 28, 2018
- Strong interest in local arts sector, particularly non-profit arts organizations
- Experience in handling and/or packaging artworks (preferred)
- One year minimum experience working, studying, or volunteering in arts or nonprofit organizations
- Proficient computer skills, especially with Microsoft Office (Excel, Outlook, Word, PowerPoint). Quick learner of required databases such as Auction Tracker.
- Excellent organizational skills and attention to detail, with a proven ability to meet deadlines
- Excellent written and oral communication skills
- An accountable and resourceful person who can work both independently and as a part of a team

Event Description: Pratt's Annual Fine Art Auction will be held on Saturday, April 28, 2018. Pratt's premiere fundraising gala features over 200 original works of art, hailed as one of the premier art auctions Seattle.

Structure: Position runs December 2017 through the month of May 2018 and requires on average of 10-20 hours per week in December & January and 20-40 hours per week (February, March & April). Additional hours and some weekend/evening availability may be necessary including the following required dates:

- Art Transport and Exhibition Install – week of April 23-27th (extended hours on April 27th)
- Event Date (extended hours) – April 28, 2018

Organization Info: Founded in 1976, Pratt Fine Art Center is an eclectic, hands-on learning and working environment serving students, hobbyists, and professional artists throughout the Seattle area. Pratt welcomes over 3,500 students and 300 working artists annually in the areas of glassblowing, cast glass, flameworked glass, metal sculpture, bronze casting, stonecarving, jewelry and metalsmithing, woodworking, printmaking, painting and drawing. In total, Pratt classes, exhibitions, lectures and programs touch more than 20,000 people annually.

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. People of color are encouraged to apply.

Application deadline: November 27th

To apply: send a resume and cover letter to Laura Hammarlund, Director of Development, via email at lhammarlund@pratt.org. Please include your name in the email subject. No drop-ins, please.