

Gallery and Public Programs Manager (6127U) - 80168 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260914>

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Posted Aug. 8, 2025, set to expire Jun. 30, 2026

Job Title	Gallery and Public Programs Manager (6127U) - 80168
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Communications/Public Relations Arts/Museum/Theater
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Job Description

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Gallery and Public Programs Manager (6127U) - 80168

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

UC Berkeley's Department of Art Practice provides rigorous practical, conceptual, and critical studio art training within a world-renowned public research university. Students develop a cross-media understanding of studio art practices in a global context and gain valuable experience for a wide range of professional lives within contemporary art and culture. 2D, 3D, and time-based studio production courses, research seminars, and professional development courses provide essential skills within conceptual and critical frameworks. We offer a four-year Bachelor of Arts (BA) degree and a two-year Master of Fine Arts (MFA) degree. Our courses service approximately 500 undergraduate students, and 12 graduate students across a diverse range of disciplines. Located in the vibrant California Bay Area, our program is deeply connected to the region's complex historical legacies and is engaged in its creative possibilities. Our award-winning faculty consists of internationally acclaimed artists working across a range of media, and with multiple research interests that closely link the Art Practice Department with other university departments and research centers.

For more information on our department and specific academic programs, please visit art.berkeley.edu.

Position Summary

Works in dialogue with key Art Practice faculty to develop art exhibitions for the Worth Ryder Art Gallery. The Gallery and Public Programs Manager also manages a public, visiting-artist lecture series which serves the curricular mission of the Department of Art Practice. Both gallery shows and lectures will reflect current pedagogy in artistic production and display. The Gallery and Public Programs

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manager is also responsible for managing the physical plant of the gallery and its volunteer staff. Significant duties also include documenting, archiving, and media promotion of gallery activities and the department's public lectures.

Application Review Date

The First Review Date for this job is: 08/18/2025.

Responsibilities

- Curates art exhibitions and public programs, including: originating exhibitions of curator's own research interests, guiding planning and implementation of recurring departmental exhibitions, designing exhibition layout, liaising with participating artists, and producing public gallery show openings and lecture events.
- Manage budget for gallery expenditures.
- Works with departmental faculty to schedule, produce, and document visiting artist lecture series.
- Publicize and promote all events, activities, and exhibitions using social media, the Art Practice website, press releases, on-site physical signage, and email newsletters.
- Manages a public, visiting-artist lecture series which serves the curricular mission of the Department of Art Practice.
- Train, Schedule, and supervise interns working with students and artists during exhibition installation and de-installation.
- Schedule interns to supervise gallery during open hours, and organize receptions.
- Install and de-install artwork in galleries, which may include: lifting sculptures and/or media equipment that weigh up to 40 lbs, hanging two-dimensional work onto walls, adjusting track lighting by ascending a ladder, moving pedestals in the gallery, and connecting audio and video components to monitors and projectors which are mounted onto walls.
- Source and mount exhibition didactics and signage onto gallery walls.
- Oversee maintenance of facilities, sites, and equipment, contacting and coordinating with building facilities staff when repairs are needed.

Required Qualifications

- Professional experience in gallery management, including: selecting, evaluating, exhibiting and installing contemporary art.
- Skills in utilizing websites and social media to publicize art exhibitions and events.
- Proven time and calendar management.

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- Advanced degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Skills in scholarly research and writing scholarly publications and grants.
- Supervisory experience working with volunteers or paid assistants.
- Experience working at a university.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$82,800.00 - \$98,500.00.

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- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

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- This position is eligible for up to 10% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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