

**ADMINISTRATIVE POLICY NO. 16-01**

**CITY AND BOROUGH OF SITKA (CBS) VOLUNTEER CURATOR AT THE STORTZ GALLERY**

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**I. POLICY ISSUANCE**

This policy sets forth the framework and authorization for a Volunteer Curator at the Stortz Gallery at City Hall.

**II. PURPOSE**

The Curator of the Stortz Gallery at City Hall (Curator) is an uncompensated volunteer position. The Curator will be responsible for managing the Gallery in coordination with the CBS Public Works Department and the Office of the Administrator to ensure code compliance and appropriate and coordinated use of the facility. The Municipal Administrator may modify or eliminate this position at his or her sole discretion.

**III. POLICY REQUIREMENTS**

The Curator position is recommended to the Administrator by the Sitka Greater Arts Council and possess the requisites deemed by the Administrator to be suitable for the position.

Any change in Curator must be in writing, agreed to and signed by the Municipal Administrator.

**IV. POLICY GUIDELINES**

The Curator will be selected and supervised by the Administrator but will coordinate all Gallery activities through the Director of Public Works or his/her designee:

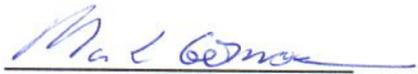
Key responsibilities of the Curator are:

- Organizing and scheduling of exhibitions including their preparation, showing and dismantling.
- Ensuring that during times the Gallery is open to the public during non-work hours that he/she is present and that only the designated Gallery space is being accessed by the public.
- Ensuring that the Gallery is left orderly and clean after public openings.

**V. GENERAL PROVISIONS**

- A. Scope: this policy applies to all departments and employees of the City and Borough of Sitka, Alaska under the general direction of the Municipal Administrator.
- B. Authority to promulgate policy: The Municipal Administrator of the City and Borough of Sitka, Alaska maintains the authority granted by the Sitka Home Rule Charter and Sitka General Code to order policy and the guidelines and implementation.
- C. Effective Date: This policy will take effect as of the signing date.

Dated at Sitka, Alaska, this 21<sup>st</sup> day of January, 2016.



Mark Gorman  
Municipal Administrator