



## **Citywide Arts in Education Organization seeks a Part-time Program Assistant for a Student Exhibition Program**

**ArtsConnection** is a not-for-profit organization providing arts education programs including exhibitions, in-school residencies, professional development, research, performances and family events in New York City public schools, and teen programs for middle and high school students during out-of-school time. The Student Art Program Manager has primary responsibility for 8 student exhibitions of artwork of about 500 teen artists each school year, installed mainly in corporate spaces in New York City. The **Program Assistant** works closely with and provides administrative support to the Student Art Program Manager.

### **Specific duties include:**

#### Administrative:

- Outreach for Student Art Program including social media, e-mail, and fairs
- Communicate with schools, parents, and teen artists
- Maintain student and exhibition databases
- Photograph artwork
- Work closely with teen interns
- Support ArtsConnection Teen Programs and events when needed

#### Exhibitions and Art Handling:

- Receive, organize and track art submissions
- Prepare for and assist at the art selection process
- Manage and produce student's exhibition packages
- Assist exhibition installation and de-installation
- Help coordinate opening receptions
- Pack, mail and/or deliver artwork to schools after de-install of exhibitions

**Qualifications:** Bachelor's degree; visual arts and exhibition experience; excellent personal and communication skills; ability to work well under exhibition deadlines; flexibility; good problem solving skills; detail-oriented; organized; curiosity about teen artists and youth development; Excel program fluency, computer proficiency essential; Photoshop, Wordpress, Mailchimp and social media proficiency a plus; bilingual a plus. Applicants are subject to security clearance by NYC Department of Education.

**Duration:** September 25, 2018 through July 26, 2019

**Salary:** \$18 an hour; 21 hours per week; pro-rated vacation & sick days; no other benefits.

**Apply:** Please send current resume and cover letter, with Student Art Program Assistant in the subject line, to: [Jobquery@artsconnection.org](mailto:Jobquery@artsconnection.org) by **Deadline of August 26, 2018.**

ArtsConnection is an equal opportunity employer. We have a strong commitment to equity and inclusion, and value the leadership and skills of people from diverse backgrounds. People of color, LGBTQ persons, and people from other historically marginalized backgrounds are encouraged to apply.

No calls please.