



More Art is a 501(c)(3) nonprofit organization that fosters collaborations between professional artists and communities to create public art and educational programs that inspire social justice.

More Art is Hiring!

More Art uses art to empower social change and bridge the gaps existing in our society. We commission artistic collaborations between contemporary artists and local community members throughout New York City, resulting in site-specific projects exhibited in public spaces. It is through our dynamic relationship with artists, neighbors, community organizations, public agencies, and advocates that we create unique public art that reflects the city's artistic excellence and complex cultural identity. More Art is a 501(c)(3) nonprofit organization based in Manhattan's East Village at The Neighborhood Preservation Center.

More Art is seeking a Project Coordinator

The Project Coordinator will work closely with More Art's Executive Director, staff, artists, and community collaborators to develop public art commissions, exhibitions, and educational programming. *This position is well suited for a current graduate student, recent graduate, or freelance arts-professional.*

The main task of the project coordinator is to oversee the production process for all our public art projects and related programming and events, from conception to post-production. The project coordinator will work closely with More Art's executive director and engagement manager to ensure that projects develop according to plan, in addition to crafting partnerships in collaboration with the organization's new community programs coordinator role. On top of project management, the candidate will perform a number of administrative tasks for the organization including light bookkeeping and budgeting and assist as needed in event planning and development capacities. The project coordinator will hold an important role in the organization requiring a great sense of responsibility, organizational capabilities and initiative.

Excellent writing and organizational skills, self-motivation, attention to detail, energy, enthusiasm, empathy, and a passion for the non-profit art world are crucial. This position presents opportunity for growth.

Currently this position is part time, 21 hours per week. Candidates must be flexible for occasional evening and weekend events.



More Art is a 501(c)(3) nonprofit organization that fosters collaborations between professional artists and communities to create public art and educational programs that inspire social justice.

Required skills:

- **Communication:** Great writing skills, attention to detail, warm and professional demeanor are a must (specifically as the role requires managing relationships and lines of communication with artists, partners, and vendors.)
- **Administration:** Experience with, or interest in acquiring more education in budgeting and bookkeeping in support of project management are a must. Proficiency with QuickBooks and/or Salesforce (or similar platforms) is highly desirable.
- **Computer Skills:** MS Office and familiarity with Adobe Acrobat and Photoshop. Candidate should have a personal laptop.
- **Project Planning:** This role requires the resourcefulness, critical thinking and problem solving skills necessary to plan events, performances, and art installations in public spaces.
- **Personal skills:** Candidate must be familiar with the New York art world in general and the field of art as social practice in particular.

Preferred Background:

BA in a relevant field such as art, art history, education, international affairs, or social sciences. Two years professional experience in arts administration, public art, nonprofit management, and/or community organizing. Bilingual candidates, *highly preferred*. (Spanish, Arabic, or Mandarin)

If you are interested in the position, please send the following materials to info@moreart.org, in a single PDF document:

- Resume
- Cover letter demonstrating your interest in the position, your relevant experience, your interest in working with community organizations and people of all ages on public art projects.
- Names and contact information for 3 professional references

More Art is an equal opportunity employer and strongly encourages people of color, women, LGBTQ, and disabled candidates to apply.

No Calls Please!

To learn more about the organization please visit our website: <http://www.moreart.org>