



April 20, 2022.

Work with More Art! We are seeking an Associate Curator for 4 days per week.

We will be accepting applications on a rolling basis until the position is filled, with priority attention given to applications received before May 9, 2022.

ABOUT MORE ART

More Art is a New York City based public art organization. We provide commissioning opportunities, strategic project support, mentorship, educational programs and artistic development resources for artists at all stages of their career. We commission artistic and social engagement collaborations that result 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 artistic rigor and social impact. More Art is a 501(c)(3) nonprofit currently based in Chelsea, Manhattan. **To learn more about the organization please visit our website:** <http://www.moreart.org>

THE POSITION

The primary task of the Associate Curator is to oversee the production process for all our public art projects and related programming, from conception to post-production. In 2022-2023, the Associate Curator will be responsible for co-curating and executing a series of public programs including workshops, music, performances, readings, and more, created in conjunction with a new public sculpture by Fred Wilson at Brooklyn's Columbus Park and centered on this year's theme of *Walls, Borders and Gates*. There will also be additional programs and public art projects produced this year in collaboration with artists who are a part of More Art's Engaging Artists program. Moving forward into 2023 and beyond, the Associate Curator will collaborate with the Chief Curator/Executive Director in selecting artists and shaping future projects. The Associate Curator will hold an important role in the organization necessitating a great sense of responsibility, organizational capabilities, initiative, and community care. The position interfaces with artists, makers, and community members/organizers and thus requires a

candidate who possesses technical know-how, strategic vision, and interpersonal awareness in order to bring these worlds together in an intentional and thoughtful way. Excellent writing and organizational skills are crucial. We are seeking a candidate with at least 3 years working experience in arts management, curation, and/or production outside of internship positions. Successful candidates should be currently living in the New York City metropolitan area and have knowledge of the arts environment of the city as it links to national conversations. We prefer a candidate familiar with community based arts, socially engaged art, and artistic activism. More Art has a small, committed, and artistic team. We value both cooperation and autonomy, recognizing that both forms of initiative are necessary for our work to have impact. The Associate Curator will report to the Executive Director/Chief Curator, and collaborate with the Director of Operations, Communications and Programs Assistant, and Engaging Artists Fellowship Leader on overall project planning, development, and execution. This is not an entry level position.

PRIMARY RESPONSIBILITIES:

- Assist Executive Director/Chief Curator in design, planning, and execution for all public projects.
- Create and manage project calendars with milestones and deliverables (e.g., community engagement, permitting, fabrication, installation and de-installation).
- Initiate regular meetings with all stakeholders, share progress updates, and maintain open and clear communication.
- Develop, update, and track project budgets with accurate and scalable cost estimating.
- Track project payments to freelancers, artists, vendors, fabricators, etc.
- Advise on materials choices, fabrication, and site considerations.
- Provide expert opinion on the feasibility of considered projects.
- Manage up to 4 high-impact projects in different stages of development, annually in coordination with Executive Director/Chief Curator.
- Coordinate, track, and execute all deliverables including those of outside entities (e.g., artists, studio managers, fabricators, city and state permitting agencies, partner institutions, and outside collaborators).
- Organize and consult on the documentation of projects (video, photo, audio, written).
- Oversee field work during all installations, rehearsals, and de-installations.
- Coordinate site prep.

- Document existing conditions for later use in de-installation.
- Manage artistic rigor of all public projects with an eye toward improvement.
- Maintain schedules with multiple vendors.
- Document all work and contribute to the ongoing upkeep and organization of files, systems, and project management software (we currently use Monday.com).
- Assist Engaging Artists Fellowship Leader, Communications and Programs Assistant, and emerging artists in residence and fellows on project design execution.
- Collaborate with staff on the annual open call for the Engaging Artists fellowship and residency program.
- Oversee the selection process for the Engaging Artists residency program (emerging artist public art commission).
- Offer feedback on proposals.
- Share installation best-practices.
- Routinely check on installations for wear and tear.
- Hire and manage program interns in collaboration with the Communications and Programs Assistant.
- Collaborate with the Executive Director/Chief Curator, Director of Operations, the Communications and Programs Assistant, and More Art's PR company on the development of press and communications materials and strategies.
- Research, develop, and maintain partnerships with local organizations and produce collaborative programming in the form of workshops/events presented in tandem with public art projects.
- Participate in team-wide discussions related to the development of More Art's DEIBA (Diversity, Equity, Inclusion, Belonging, and Accessibility) plan and organizational culture-building efforts.

REQUIREMENTS

- Outstanding written and oral communications skills (Spanish language skills a plus). Must be comfortable with longer curatorial writing and shorter text.
- Experience in non-profit arts programming, art production and/or management or equivalent.
- Ability to work evenings and occasional weekends for special projects and events.
- Experience working in a collaborative, team-based setting.

- At this time, all More Art staff, contractors, and volunteers are required to be fully vaccinated and boosted. Due to the policies of the co-working office building, there are no exceptions. When working at in-person events, everyone must also be willing to wear a mask.

QUALIFICATIONS

- Knowledge of socially engaged art and arts activism in New York City (and beyond).
- 3 years of project management experience.
- Skills and proven results in executing projects with multiple-vendors.
- Knowledge of (or ability to research and understand) a broad range of artistic practices and related tools including, but not limited to, new technologies, A/V equipment, fabrication methods, and art handling, for example.
- Fluent in all Google platforms with a basic knowledge of Adobe Creative Suite programs.
- Working knowledge of SketchUp a plus.
- Able to be outside for extended periods of time and perform some lifting and carrying as needed to move materials.
- Comfort with research and outreach to new contacts.
- Collaborative and able to give and receive constructive feedback.
- Must be accurate, detail oriented, comfortable with technology and able to adapt to new software and systems, able to meet deadlines, able to respond to market forces and to imagine new directions.
- Enthusiasm, collegiality, creative approaches to problem solving, and a sense of humor are welcome.
- Strong, demonstrated commitment to the More Art mission of lifelong learning in craftsmanship and creativity for all.
- Excellent time-management and people skills.
- Ability to work under pressure in a composed, focused, affable, and courteous manner.
- Ability to act with excellent judgment and diplomacy and maintain a high level of confidentiality.

We recognize that a successful candidate will meet many of the requirements listed on this job description, but may not meet all of the qualifications. If much of this job description describes you, we encourage you to apply.

LOGISTICS, CULTURE and SALARY:

This role is a permanent employee position, 4 days per week (32 hours) with a salary of \$48,000. Healthcare options and flexible paid vacation time are offered.

Start date, May-June 2022.

The position is currently hybrid virtual with occasional in-person work at our office in Chelsea and around NYC, providing support for in-person programmatic activities, workshops, meetings and events. Working hours are flexible within Mon-Fri but must be available for weekly (virtual) staff meetings and during the week for additional meetings. This position is responsible for attending all public events which sometimes occur on evenings and weekends.

More Art fosters equity through the projects we produce, and how we produce them, and we strive to create an inclusive workplace culture that is both sustainable and fulfilling.

More Art is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, gender identity, sex, age, national origin, ancestry, physical disability, mental disability, medical condition, veteran status, expunged juvenile record, or sexual orientation.

More Art is an organization with 5 core staff members and an average annual operating budget of \$260k.

APPLY

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 on public art projects.
- 1 Writing sample (press release, academic article, journalistic writing, or other)
- List of 3 professional references. Please include their names, email addresses, phone numbers, and note your relationship to each contact.

We will be accepting applications on a rolling basis until the position is filled, with priority attention given to applications received before May 9, 2022. If the position is still listed on our website at www.moreart.org/get-involved, then it is still active.