



Visual Arts Coordinator – Staff-Artist Position

One year position

Preferred start date: Late August/early September 2017

Required: cover letter, resume/CV, and work sample

Job description

The VSC Visual Arts Coordinator is responsible for assisting with the visual arts component of the Studio Center's overall residency program. Alongside the Program Directors, the Coordinator is a central point of contact on VSC staff for the 2D residents (painters, photographers, printmakers, etc.) and is available to answer questions, maintain a comfortable and appropriate working atmosphere, and foster high morale among the residents at VSC.

This is a one-year, live-in, 29-hours per week staff-artist position. Compensation includes private room, studio, meals, access to Visiting Artists & Writers, a stipend of \$200 per week, paid holidays, sick days, and two weeks (60 hours) of vacation time. The Visual Arts Coordinator reports to the Visual Arts Director.

Like all VSC staff-artists, the Visual Arts Coordinator must be available to answer questions, maintain a comfortable and appropriate working atmosphere, and foster high morale among the residents at VSC.

The Visual Arts Coordinator keeps regular office hours as part of the overall VSC administrative operation.

Major Duties:

- Visiting Painter hosting (including transportation, studio visit schedule at VSC, orientation, honorarium delivery, daily check-ins, etc.) and facilitate these 2 Visiting Painters lectures each session (announcements, setup/operation, audio recording, final editing, posting to web archive, etc.)
- Hosting VSC's 4 slide nights each session (making weekly lunch announcements, assisting residents with formatting questions, creating slide shows, introducing the process and running the show)
- Assist the Hiring Committee with the roster of Visiting Artists for the forthcoming year (artist database management, email correspondence, contracting, generating bios for the web calendar, etc.)
- Oversee VSC's digital printer access, which includes assisting residents, equipment maintenance, and supply management
- Maintaining VSC's YouTube & Vimeo lecture archives

- Producing community-based content (identifying audio, photo, video opportunities, scheduling with residents for individual video profiles, editing and creating posts, organizing and scheduling the posting calendar) for VSC's Tumblr in collaboration with the Marketing & Communications Manager. Documentation as needed of VSC community and residents as well as the VSCPress archive
- Assist in VSC's 24/7 needs by serving as a resident liaison particularly during meal times and at evening program event
- Participate in the bi-weekly VSC changeover process, by which incoming and outgoing residents are delivered to the airport or train station, and, in the case of the incoming residents, oriented to VSC with tours and information packets
- During periods where the Visual Arts Coordinator has extra time, s/he will also be called upon to assist in marketing and outreach efforts as they relate to the Visual Arts Program and VSC generally. Also assistance with VSC Galleries, 2D studios and shops (i.e. darkrooms & printmaking) as well as resident requests in those areas when needed

Major Skills:

- The Visual Arts Coordinator will need to have experience with photography/video, be conversant in the following computer systems: Mac OSX, Adobe CS, FinalCut, Google Apps, etc.
- Ability to receive, respond to, and organize/archive a large volume of email and mail communications on a timely & regular basis
- Creativity in problem-solving with residents and staff, or taking on new projects

Eagerness to participate in VSC's diverse community and think creatively and hospitably on behalf of VSC and the artists and writers it supports is an essential part of the position.

All candidates must possess a valid driver's license and safe driving record. Because of the nature of these positions, only VSC alums are eligible to apply.

Preferred start date in late August/early September 2017. Application review begins immediately; position open until filled. Applications accepted online via SlideRoom (<https://vsc.slideroom.com/#/permalink/program/34062/hbDMDY4ztn>); applicants must include a cover letter outlining relevant experience, a professional resume detailing relevant employment history, and a creative work sample.