APPLICATION DUE: April 1, 2020

Job Posting: Local Coordinator for Granite Falls City Artist in Residence Program

Contract Length: 12-16 months

Compensation: $25/hour at 2-10 hours per week (not to exceed a total of 400 hours (or $10,000) during the contract period.

Department of Public Transformation (DoPT) seeks a temporary City Artist in Residence (CAIR) Coordinator for the pilot-year of the Granite Falls CAIR Program. The CAIR Coordinator will work with the Director of DoPT to oversee the selection process for the CAIR program, prep materials and work/studio spaces for the start of the CAIR program, act as liaison between the City, DoPT, CAIR Advisory Group and CAIR before and during residency, and provide ongoing support to the CAIR throughout the duration of the residency. This is a part-time temporary position that will last 12-16 months beginning in April 2020; hours will vary week-to-week.

Responsibilities include:

CAIR SELECTION PROCESS
- Compile artist applications and work samples for CAIR Selection Committee
- Communication with applicants and CAIR Committee during selection process
- Facilitation of selection and interview process, in partnership with DoPT Director
- Communication with selected artist to prepare necessary accommodations for their medium/project/residency

PRE-RESIDENCY
- Create a regional social calendar of local events, and area map of local attractions, community gathering places, regional tips, etc., and a directory of local contacts that might be interested in partnering with/supporting the artist during their residency
- Conduct outreach and maintain relationships with CAIR partners and advisors
- Assist DoPT Director in creating and maintaining a CAIR Handbook

ONBOARDING PROCESS
- Communicate with CAIR Partners and Welcome Committee to plan for CAIR arrival
- Facilities and community tour (first day CAIR onsite) + regional tour (Sunday drive)
- Scheduled family dinner with different locals hosts, once per week for the first six weeks of the residency (6 dinners total)
- Help connect CAIR with existing local social and artistic networks
- Work with the CAIR Welcome Committee to host a public CAIR Meet & Greet
MONTHLY ITEMS

- Weekly instagram/facebook posts about CAIR
- Organize documentation of program and help track and evaluate process
- Support promotion of events through social media, invites, emails, press releases, etc. for CAIR related events
- Work with the CAIR on planning and supporting public events
- Monthly check-in with Artist to provide assistance, advocacy, networking, development, documentation, publicity, storytelling and archiving support.
- Monthly check-in with Artist, DoPT Director, and City Staff to report any needs, celebrate success, work through any challenges that may arise
- After-hours hours - being available to hang out or help out CAIR, as needed.

EXIT PROCESS

- Work with CAIR Welcome Committee to host a public welcome celebration and goodbye party
- Work with CAIR to compile documentation of projects and processes to hand-off to DoPT, City, and future CAIRs
- Work with DoPT to schedule an artist exit interview, evaluate CAIR program, and provide feedback for future CAIRs
- Check-in with CAIR and CAIR Partners following residency program

Required Qualifications

Qualified applicants must have a deep knowledge of and connection to Granite Falls and the surrounding area. Applicants must have related experience facilitating, coordinating, and promoting events. Qualified applicants must have strong communication skills, be friendly, super organized, have a sense of humor and patience, and not be afraid to ask questions and take initiative. Experience working with artists and / or experience with hiring or selection processes would be a great bonus, but not required.

Hours, Compensation, Benefits

- **Contract Length:** 12-16 months
- **Compensation:** $25/hour at 2-10 hours per week (not to exceed a total of 400 hours (or $10,000) during the contract period; hours are flexible and will vary week-to-week depending on program needs and availability
- **Independent contract position:** no employees benefits provided

To apply:

Please email the following documents to PublicTransformation@gmail.com by **April 1, 2020**:

- One-page cover letter sharing your interest in the position and your relevant experience
- Resume, CV, or Portfolio
- Names and contact information for two (2) professional references

Please review DoPT’s Equity Policy [HERE](#). Learn more about the Department of Public Transformation and the CAIR Program at: [www.publictransformation.org](http://www.publictransformation.org).

Please send any questions about the position to PublicTransformation@gmail.com.