Job Description: Artists At Work Program Liaison (San Antonio) / part-time

About Artists At Work

Artists At Work (AAW) is a workforce resilience program in the spirit of the WPA and is designed to support the rebuilding of healthy communities through artistic civic engagement. AAW artists are paired with a participating cultural organization and paid a living wage salary to do two things: to continue to make art, and to be embedded in a local social impact initiative that will benefit from their skills and creative thinking; focus areas include child welfare, food and housing security, anti-racism, physical and mental health, justice reform, sustainable and equitable development, environmental justice and climate resiliency, and immigration, among others. The idea is to give stable employment to artists -- so they can keep being artists -- and simultaneously integrate them into their local community ecosystem so that communities can move together towards a more sustainable and just future.

We launched a 12-month pilot of the program in Western Massachusetts on July 1st, 2020 and, even in that short time, saw such inspiring outcomes. With a recent grant of $3M from The Mellon Foundation, we inaugurated the project in Los Angeles County in the fall of 2021; we launched in The Mississippi Delta (Louisiana, Arkansas, Mississippi, Tennessee) in March 2022; and we are preparing to begin in The Borderland States (Texas, New Mexico and Arizona) in late 2022. With the support of the Lyndhurst Foundation, we’ve also launched in March in the Thrive Region (Georgia, Alabama and Tennessee). And this fall, we’re thrilled to have the support of a grant from the John L. Santikos Charitable Foundation Fund of the San Antonio Area Foundation that will allow us to bring the program to San Antonio alongside our Borderlands launch. We are focused on expanding to additional regions where we know this will be effective, as well as building a national network of artists through a cohort model.

AAW emphasizes working with BIPOC-led cultural organizations and BIPOC artists and includes an administrative fellows program that seeks to help address underrepresentation of BIPOC individuals in key roles in the culture sector. AAW is currently seeking a part-time Artists At Work Program Liaison in San Antonio. More information below and at https://www.artists-at-work.org/san-antonio.

About THE OFFICE performing arts + film

THE OFFICE performing arts + film is an independent performing arts and film curator and production company based in New York and London that works in ongoing partnerships with festivals, venues, and institutions to create cultural programming that is unique and mission specific. We produce events locally, nationally, and internationally, and consult on programming with organizations ranging from museums to universities to libraries to performing arts centers to philanthropies. We work in both the non profit and commercial arts worlds, and we have a special focus on making art happen that has a positive impact on society. We develop, produce, and present art that makes a difference.

THE OFFICE has a fast paced, dynamic, and highly collaborative work environment. Our culture is inclusive and supportive; everyone has a voice, we learn from one another, and we have a lot of fun doing what we do. Part of our project as a business is to develop a young generation of creative producers and curators whose perspectives will help to shape how art functions in society, as we move forward together into the exciting unknown of the future. More info at theofficearts.com.

About the Position

THE OFFICE performing arts + film seeks a skilled graduate student or early career professional with a focus on social practice and an appreciation of the arts to join our Artists At Work team in San Antonio.

Successful applicants must be detail-oriented, organized, and collaborative problem solvers. The part-time Artists At Work (AAW) Program Liaison for San Antonio will be our on the ground representative for our cohort of six local AAW artists and excited to support the existing creative economy of the region and provide local place-based knowledge to the team. This position will work remotely and have the opportunity to work at in person events and meetings.

Working directly with the AAW Fellow for the Borderlands Region, as well as the Managing Director, Artists At Work and THE OFFICE’s AAW team, the AAW Program Liaison for San Antonio will work part-time, on average 5-10 hours each week, as an
on-the-ground liaison and key administrator of the AAW program in San Antonio, with primary responsibilities including but not limited to:

- Support THE OFFICE’s AAW team (based in NYC), in the implementation of the program in San Antonio, including research and scheduling and coordination of meetings; administration of participant surveys; and providing on the ground support and reporting on AAW projects in development;
- Play a significant role in communicating with the six participating artists in AAW (San Antonio) and field requests regarding their projects in progress, including research, outreach and social media content creation, event logistics and planning, etc;
- Research and advise on local community and cultural landscape;
- With guidance from THE OFFICE’s AAW team, coordinate and participate in meetings between the full regional cohort and smaller triads to assess the ongoing impact and working relationships between all participants and overall cohesion among the cohort;
- Participate in professional development activities via Artists At Work workshops and mentorship from THE OFFICE’s AAW team;
- Other duties as assigned.

Qualifications and Qualities

We are seeking an individual who is passionate about the arts with an interest in equitable creative placemaking, social or community-integrated art practices.

There is no minimum educational requirement for this position but candidates who would most benefit from this 12-month part-time position include: recent graduates, current graduate students, early career individuals with experience in and interest in pursuing arts and culture work.

The ideal candidate must be able to demonstrate skills in the following areas:

- A demonstrated knowledge of the arts and cultural communities local to the San Antonio;
- A passion for the arts and a belief in the power of arts and culture to serve as a force for social change;
- A demonstrated ability to work collaboratively as part of a team;
- Strong verbal and written communication skills in English and Spanish preferred with the ability to consider the perspectives of multiple communities and a diverse array of stakeholders and work toward solutions that benefit the organization and all partners involved;
- Impeccable attention to detail and excellent organizational, planning, prioritizing, and time management skills;
- Strong computer skills essential; intermediate to advanced Excel user;
- Proficient in social media platforms including Instagram, Twitter, Facebook and Tik-Tok.

Compensation

The AAW Program Liaison (San Antonio) is a part-time hourly position requiring a commitment of approximately 5-10 hours per week, both remote and in person. Pay rate is $20 per hour, 5-10 hours per week, for a twelve-month term starting on or about November 1, 2022 and ending September 30, 2023.

THE OFFICE performing arts + film is an Equal Opportunity Employer, committed to building a culturally diverse staff and an inclusive work environment, and strongly encourages people of all backgrounds, abilities, gender expressions, ethnicities, races, sexual orientations, religions, and nationalities to apply.

Application Process

Interested candidates should submit résumé and cover letter in a single Word or PDF document saved as candidate’s first and last name with subject AAW Program Liaison (San Antonio) to artists@theofficearts.com. Only résumés and cover letters submitted in this format will be reviewed. Deadline for applications is October 21, 2022. No phone calls, please.

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