About Rural ARTS Collaborative

The Rural ARTS Collaborative is 501(c)3 nonprofit organization comprised of artists, community members, and businesses who work together to design, support, and deliver creative programs to youth and adults living in and visiting Hardwick, Greensboro, and Craftsbury, Vermont. Built on the four pillars of arts, recreation, technology, and sustainability, our programs provide experiences for all ages and abilities that spark joy, inspiration, connection, and excitement, contributing to a healthier, more vibrant Northeast Kingdom. It is the role of the Digital Curator’s Assistant (DCA) to assist the Curator in aspects of managing our digital collection of artwork. The DCA focuses on the operations of the Digital Archive Project, ensuring that the Digital Archive is kept up to date and program leaders, including teaching artists have, access to the tools and resources they need to connect the community to the Digital Archive.

The DCA will work remotely or at the Old Firehouse building in Hardwick, Vermont, home to our Grassroots Art and Community Effort (G.R.A.C.E.) This project was established in 1975, features workshops and events for seniors and people with disabilities, and has an extensive collection of Outsider Artwork.

Our working culture is inclusive, supportive, and employee-centered. Our team is innovative, motivated, and ambitious. Driven by a desire to support each other and our community, we take complex challenges head-on and build solutions together. We are an equal opportunity employer and value diversity. All employment is decided based on qualifications, merit, and business need.

Position Summary
Reporting to the Curator, the Digital Curator’s Assistant manages the digital aspects of exhibitions in the Old Firehouse Gallery and of the outsider art collection in other galleries, including maintaining and updating the Digital Archive, heading up digital marketing and outreach, and utilizing online tools and technology to improve the Exhibitions program.

Areas of Responsibility
This is a part-time grant funded position. Wage is commensurate with education and experience.

Exhibitions (40%)
- Supporting the Curator in digital aspects of designing and executing exhibits of the outsider art collection as well as other artists’ work at the Old Firehouse Gallery
- Updating the Digital Archive to ensure online records are kept up-to-date with location, price, and other details about the work
- Digital formatting and sharing of artist statements and stories, price sheets, and other information about the work for exhibition
- Traveling as necessary

Supporting Digital Archive Programs and Outreach (40%)
- At the Curator's instruction, create online galleries and private rooms
- Market online galleries and private rooms as outlined in the marketing plan
- Work with the online accessibility consultant to ensure that the areas of the website pertaining to the Digital Archive as well as the online galleries and private rooms are WCAG 2.1 compliant
- Collaborate with the Art History Teaching Artist to ensure they have proper access to and understanding of the tools needed to teach the online art history course
- Support and participate in program planning with the Art History Teaching Artist and Curator to develop new, innovative ways of integrating the Digital Archive into regular G.R.A.C.E. offerings

Performance Tracking (20%)
- Gather and report Performance Measures to the Creative Programming Director
- Other duties as assigned

Experience and Qualifications
- Proficient with Google tools including Google Mail, Docs, Sheets, Slides, Shared Drives
- Proficient with Microsoft Office Suite
- Proficient with online platforms and databases
- Excellent organizational skills
- Highly collaborative worker
- Punctual and reliable, with a strong work ethic and excellent accountability
- Experience with performance evaluation and interest in learning Results Based Accountability
• Interest in, and ability to quickly learn new systems and technology as needed
• Strong written and in-person communication skills
• Ability to work independently in a flexible work environment
• Passion for community with a focus on sustainability, diversity, and inclusion
• Experience with Collections Management is a plus
• Experience managing interns is a plus

Position Expectations
• Uphold the mission and values of the organization
• Work collaboratively with staff, board, community, and partner organizations to maintain positive engagement with the Collaborative for all stakeholders
• Participate in quarterly performance reviews
• Communicate effectively and openly with stakeholders and collaborators, garnering mutual trust and respect to create a strong foundation for the organization’s work
• Bring your best self to work, including being prepared, present, and engaged at meetings, during the workday, and regular engagements

Benefits and Compensation
• Competitive wages
• Paid time off
• Flexible work schedule