

## **Olympia Artspace Alliance Seeks Project Coordinator Art in Olympia Storefronts – “Pop-Ups” – 2019**

*Are you interested in coordinating art exhibitions by local artists? Able to keep track of details, manage a schedule and budget, and work with volunteers? Available through December 2019?*

***The Olympia Artspace Alliance (OAA) is seeking an organized and enthusiastic individual to coordinate a series of art installations in vacant storefront windows in Downtown Olympia.***

This contract position will coordinate all aspects of Art in Olympia Storefronts in 2019, working with the OAA board, artists, business owners, and volunteers. The total contract is \$2,000, to be paid for specific deliverables/goals.

The budget for the whole project - including this contract – is approximately \$9,000 plus in-kind contributions.

*Applications will be reviewed February 1, and weekly thereafter until the position is filled.*

### **About this project**

Olympia Artspace Alliance (OAA) is an all-volunteer organization established in 2011 to create, foster and preserve affordable space for artists and arts organizations in Olympia, WA.

“Art in Olympia Storefronts” is a new OAA project to create a series of art installations – “pop-ups” - in vacant storefront windows in downtown Olympia. 2D and 3D artworks will be installed in interior spaces, specifically vacant windows and/or storefronts. Artwork will be selected through a jury or curatorial process to ensure suitability for each location. We plan artwork installations in four locations, three times during 2019: Spring (March-May), Summer (June-August), and Fall (September-December).

This project is a partnership with the Olympia Downtown Alliance (ODA) and is supported by the City of Olympia’s Grants to Arts Organizations and ArtsWA/Washington State Arts Commission.

The selected contractor will work with and have the full support of the OAA board member – including a subcommittee committed to this project - to implement all aspects of the project, including the following responsibilities:

### **The Project Coordinator will coordinate prep and start-up tasks:**

- Work with the ODA and OAA to identify possible sites.
- Facilitate agreements with property owners/managers.
- Coordinate a jury/curatorial process to select participating artists and art installations.
- Coordinate contracts with artists.
- Coordinate publicity efforts in consultation with OAA Board and the ODA.

The Project Coordinator will coordinate installations:

- Recruit and coordinate volunteer/s to assist with each installation.
- Coordinate any/all site preparations including but not limited to window cleaning.
- Work with artists and property managers/owners to schedule and facilitate all aspects of installation, including lighting.
- Trouble-shoot as needed.
- Coordinate promotions, with help from OAA and ODA.
- Coordinate and oversee take-down.
- Assist with at least one “meet and greet” event with participating artists, perhaps during ODA’s Third Thursday.

The Project Coordinator will advise and assist with project wrap up and evaluation.

**Qualifications**

We’re looking for someone with some project management experience and/or experience with art exhibitions, installations, galleries, art juries or something comparable. Also important in this position:

- Organizational skills: tracking details, problem-solving, managing a budget and timeline
- Working with artists in a creative and collaborative process
- Working with volunteers and with small businesses
- Communication skills, both oral and written
- Managing contracts and agreements
- Working well independently and as part of a team
- Availability for this position throughout 2019: working a flexible “as-needed” schedule from home or other setting.

**Compensation:** a \$2,000 stipend, payable in four installments for specific deliverables/goals.

**EEO Statement**

OAA is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation, or presence of a disability.

Pursuant to the Americans with Disabilities Act, OAA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

**To Apply:**

Please send a letter of interest (no more than two pages) to [info@olympiaartspace.org](mailto:info@olympiaartspace.org). Be sure to include:

- Current contact info
- Why you are interested in this position
- Related experience, interests, expertise
- Your availability during 2019 – including anticipated scheduling constraints
- Two or three references and their contact info

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