

Hyde Park Art Center
Exhibitions & Residency Coordinator
Reports to: Director of Exhibitions & Residency

The Hyde Park Art Center seeks support staff to coordinate the administration of its Exhibition and Residency Programs. The coordinator will assist the Director of Exhibition and Residency Programs and the Residency Manager in the daily operations of the programs as well as the planning process for future content. This position is ideal for an emerging art administrator poised to contribute to the inner-workings of a mid-sized nonprofit contemporary art space committed to building a more equitable arts community. Hyde Park Art Center is a leading visual art institution that uniquely combines the qualities of a community-based organization with those of a nationally-recognized exhibitions program and international residency program.

Responsibilities:

- Correspond with artists and produce materials to be used by the Exhibitions & Residency Programs for promotion and education.
- Produce news media and social media content for E&R Programs in collaboration with Marketing & Communications Coordinator.
- Coordinate Visiting Artist logistics including travel, schedule, accommodations, and stipend.
- Assist staff in operating the Chicago-based artists-in-residence program, including hands-on organizing of the application jury process.
- Contribute to planning meetings and studio visits with upcoming and current artists involved in the E&R Programs.
- Operate and create public events related to E & R Programs.
- Manage 1-2 exhibition publications annually.

The ideal candidate will have a strong desire to learn and grow with the organization. S/he/they have:

- Experience working with artists;
- Knowledge of contemporary art and art institutions;
- Exceptional interpersonal and communication skills, including public speaking and writing;
- Critical thinking skills and creativity;
- The ability to work as part of a team in a unique, fast-paced, and dynamic environment;
- A broader understanding of, and commitment to, the development and support of Chicago artists;
- Interest in social practice, art and social interaction, and social justice practice, as it relates to community projects;
- Experience or interest in working closely with POC communities;
- Experience with Microsoft Office, Quark XPress, and web content software especially WordPress

Compensation and Benefits:

The Exhibitions & Residency Coordinator is a part-time staff position beginning in Fall, 2019. The position will report to the Director of Exhibitions and Residency and collaborate with all departments. The coordinator should expect to work in the office **an average of 24 hours a week**, with certain weeks being more or less depending on needs. Weekend flexibility to manage department events is also desirable. Salary range is mid-20's and relative to experience.

Organizational Culture:

Hyde Park Art Center promotes and develops a culture within its staff that reflects the values and core principles of equity, inclusion, and access. We understand that these have

become buzzwords but we believe deeply in the responsibility we have to change the inequitable landscape of the arts, and we're committed to the hard work it takes to make it better. We believe in intentional risk-taking and experimentation for good and thoughtful reasons, and work collaboratively with one another to ensure alignment and dynamism throughout all we do.

To apply, please send cover letter, and resume to Allison Peters Quinn, Director of Exhibitions & Residency, at aquinn@hydeparkart.org. Deadline is September 30, 2019. No applicant for employment with Hyde Park Art Center shall be subjected to discrimination because of race, color, sex, national origin, religion, disability, age, reprisal for engaging in anti-discrimination activities, sexual orientation, or parental status.