Hyde Park Art Center

Exhibition Assistant

Part-time, twelve-month contract, 16 hours a week (average)
Applications due November 1, 2023

Hyde Park Art Center seeks an Exhibition Assistant to support the Exhibitions team with the production of the 2024 exhibition *The United Colors of Robert Earl Paige*, catalog, public programs, and related exhibitions exploring the work and pedagogy of Chicago artist and designer, Robert E. Paige. To apply, please send a resume, a cover letter explaining your interest in the position, and a 300 word writing sample to Allison Peters Quinn at jobs@hydeparkart.org.

Hyde Park Art Center Overview

Founded in 1939, Hyde Park Art Center’s mission is to stimulate and sustain the visual arts in Chicago. The Art Center is a hub for contemporary arts in Chicago, serving as a gathering, research, production, and exhibiting space for artists and the broader community to cultivate ideas, impact social change, and connect with new networks. The Art Center functions as an amplifier for today and tomorrow’s creative voices, providing the space to cultivate and create new work and connections.

About *The United Colors of Robert Earl Paige* exhibition:
The first retrospective dedicated to the lively compositions of South Side artist, designer, educator, Robert E. Paige features work in multiple media made over the past sixty years and expands the definition of his practice beyond the textile designs for which he is best known.
The exhibition takes place April 6 through October 27, 2024 and is generously funded by the Terra Foundation for American Art.

Wage, term, and hours:
The Exhibitions Assistant is a part-time, temporary position with a wage of $25 per hour beginning in November 2023 and concluding in June 2024 (excluding the days of December 18 until January 2, 2024, when the Art Center is closed). The assistant should expect to work an average of 16 hours a week, with certain weeks being more or less depending on project needs.

Reports to:
The Exhibitions Assistant will report to the Art Center’s Director of Exhibition & Residency Programs and work closely with the Exhibitions and Residency team.

Location:
An estimated:
- 10% of the work can be done remotely
- 90% of the work will be at Hyde Park Art Center

Some travel to production spaces and the artist’s studio may be required. Hours may vary slightly to accommodate events on evenings and a few weekends. Travel expenses, such as parking and mileage, are reimbursable in accordance with Hyde Park Art Center reimbursement policies.

Responsibilities:
o Assist with all project management aspects of exhibition, including managing the registration and framing of artworks for exhibition, care for works and their transportation, coordinating fabrication of new works and communicating with the artist and collaborators

o Assist with the maintenance of accurate exhibition checklists, image files, lender lists, and other exhibition details.

o Help curator to create, coordinate, and edit exhibition descriptions and interpretive materials such as wall texts, labels, video, exhibition brochures, price list, other exhibition-related signage, and website content.

o Obtain permissions and copyright clearance for images for publications and ensures that accurate credit lines are used in Art Center publications.

o Work with Curators and Marketing & Communications staff to coordinate departmental copy and image deadlines for programming announcements.

o Assist with gathering and writing exhibition-related information pertinent to grant applications.

o Lead exhibition tours for school groups by request

o Help create PowerPoint/Slides for various presentations to staff and board as needed.

o Participate in and assist with staff training on exhibition as required, providing exhibition-related materials to the Public Programs and School & Studio staff.

o Help by organizing content for the exhibition’s publication including images, captions, and commissioned texts.

Qualifications:
This position is an administrative and production role, and Hyde Park Art Center is open to candidates with a variety of skills and experience. Many aspects of this position will be instructed by department staff. The ideal candidate will exhibit many, but likely not all, of the following experiences and competencies:

● Experience working with artists in a supportive role
● Exceptional interpersonal and communication skills
● Pay close attention to detail and ability to organize materials effectively
● The ability to work as part of a team in a unique, fast-paced, and dynamic environment
● Broad understanding of, and commitment to, the development and support of Chicago artists, particularly older artists
● Experience with fabric and textile work desired, but not required
● Physical requirements: Must be able to use the computer for long periods of time as well as the ability to move through the city to meet with vendors for production of works.
**Hiring Process and Timeline:**
Application Deadline: November 1, 2023
Anticipated Start Date: November 15, 2023
*HPAC is closed between December 18-January 2, 2023

We will conduct phone screenings on a rolling basis with qualified candidates and expect to host interviews by Zoom or in-person beginning November 1, 2023. We will make every effort to accommodate candidates’ schedules and needs in all parts of the process.

**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.

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.