

**Position:** Program Associate

**Classification:** Full Time, non-Exempt

**Reports to:** Exhibitions Manager and Education Manager

**Hours:**

- Average work week is 40 hours
- Regular Work Schedule: Tuesday to Saturday; one evening per week required (1PM - 9 PM); additional evenings required with adjusted schedule and advance notice.

### **Position Summary**

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The Program Associate position is a shared roll, and reports to the Exhibition Manager and Education Manager, to assist with the overall operations of both the exhibition and educational programming at the organization. The Program Associate will actively participate in CC's day-to-day operations, resulting in a multi-disciplinary role that collaborates across all departments.

### **Essential Functions and Responsibilities**

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#### Exhibition Department – Administrative Support (50%)

- Assist with exhibition installation at CC's main gallery, satellite gallery, and Gerri Kay Cases; packing, shipping, handling, and on-site transportation of all objects using museum-approved procedures and materials.
- Coordinate aspects of exhibition projects, including but not limited to the following:
  - Assist with artists communication; assist with exhibiting artist travel arrangement and logistics as needed;
  - Assist with fabricating/constructing exhibition display materials and/or fixtures to support exhibition installation as needed; preparation of signage and labels, and compilation of material for brochures and catalogues as needed;
  - Order exhibition supplies and liaises with outside vendors for fabrication and gallery work;
  - Processing submissions for jurying, contact with the finalists and preparation of traveling materials, including contracts and condition notebooks;
  - Organizes, maintains, and archives exhibition files (physical and/or electronic files).
- Answer exhibition inquiries from the public and colleagues via phone and email in a prompt, professional manner.
- Assist with delivering world-class exhibitions and installations on time, at or under budget.
- Assist with marketing and logistics of traveling exhibitions;
- Other duties as assigned.

#### Education Department (50%)

##### *A. Community & Group Program (30%)*

- Assist with scheduling and solidifying details related to group tours (school contacts and corporation contacts outreach) of CC's Group Programs in driving earned revenue.
- Assist with Craft & Community and Community Day programs development and execution.

- Ensure that all public education spaces—particularly Drop In—are maintained, clean and all tools and equipment are in working order.
- Assist with facilitating gallery tours and/or hands on group programs
- Provide registration support including phone inquiries, mail and online registration, invoicing and payment processing.
- Serve as the liaison between the Exhibition and Education Departments in making sure projects are managed with a timely manner.

*B. Education Department – Studio Program (20%)*

- Principal responsibilities include evening workshop staff coverage, workshop monitoring, and teaching artists support from set up to clean up.
- Artist in Residency Program - assist Education Manager with program planning and execution.
- Work with Education Manager on tasks related to CC’s annual gala.
- Assist with other general studio operations as requested.

## **Qualifications**

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- One - Two years of arts administration experience is required; commensurate experience or education will be considered
- Passionate about the mission of Contemporary Craft
- Commitment to working within a diverse and inclusive environment.
- Comfortable working independently and within a team setting.
- Strong organizational skills, multi-tasking ability, and attention to detail; ability to complete assigned projects under required schedule
- Strategic thinking with creative problem-solving skills
- Ability to identify priorities and manage projects; Flexible and adaptable to a fast-paced organization. Solutions-oriented problem-solvers to help move daily work forward.
- Experience in Microsoft Office, particularly excel and word; strong computer skills
- Proficiency in Google Suite and Adobe Creative Cloud preferred.
- Excellent written and communication skills
- Working knowledge of the craft field a plus

The best-fit for this position will be someone who pays attention to detail, is well-organized, does well with planning and structuring timelines, has a positive outlook, and believes in teamwork and collaboration.

## **Working Conditions**

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- Ability to provide own transportation to perform principal responsibilities
- Sedentary work that primarily involves sitting/standing (40%)
- Frequent use of tools (power and manual tools)
- Moving about to accomplish tasks or moving from one worksite to another (60%)
- Operates a computer and other office productivity machinery
- Medium work that includes moving/lifting objects up to at least 50 pounds

## Compensation and Benefits

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Salary range: \$32,000 - \$38,000 depending on experience

Benefits are competitive and include:

- Paid time off and paid sick days
- Health Insurance Group Plan
- 401k Retirement with employer match
- Short-term disability insurance
- Workers' compensation
- Discount in the Store
- Free workshops in the Studio (material fees may apply)

There is the potential for a relocation package related to this position.

## Application

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Applications must include:

- Cover Letter
- Resume
- Three professional references – with contact information

Please submit to [jobs@contemporarycraft.org](mailto:jobs@contemporarycraft.org)

**Applications will be accepted on a rolling basis. Interviews to be scheduled after 10/18/2022.**

This position can be filled immediately. No phone calls please

Contemporary Craft is an Equal Opportunity Employer. Contemporary Craft is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.