



## **Part-time Artist Professional Development Coordinator**

10-15 hours per week; \$25 per hour. No benefits.

Currently fully remote with potential for hybrid.

### **Description:**

The Artist Professional Development Coordinator will plan and execute professional development programming for artists of all levels and disciplines living and working in Rhode Island. This includes approximately 12 workshops or seminars; monthly artist peer support meetings; RISCA's partnership with Assets for Artists; and additional programming at the discretion and ideation of the coordinator, with the agreement of the Individual Artist Program Director. The Coordinator will report to RISCA's Individual Artist Program Director, and may take on additional tasks if interested and hours allow.

### **Duties and Responsibilities:**

- Plan and execute professional development trainings in various formats, approximately 1 per month. This includes selecting topics, hiring trainers, budgeting, planning and running logistics, and working with our Communications Director to market the events.
- Facilitate monthly artist peer support meetings, including logistics, marketing, topics, and structure.
- Work with Individual Artist Program Director to plan and execute professional development trainings and cohort meetings for grantees in RISCA's individual artist granting programs.
- Work with staff at Assets for Artists to schedule workshops and manage the application process and marketing. Assets for Artists is a capacity building program run out of MassMoCA, that includes small grants to a number of RI based artists, and 3-5 workshops each year.
- Attend weekly RISCA staff meetings, and weekly one-on-one meetings with Individual Artist Program Director.

### **Hours, Location, and Pay**

41-week contract, starting approximately September 20<sup>th</sup>, ending June 30<sup>th</sup>, 2022. Contract may extend yearly.

\$25 per hour, 10-15 hours per week as needed, not to exceed 600 hours over the contract. This is an independent contractor position, no benefits are offered and the Coordinator must provide their own computer. This contract will be paid through a grant awarded directly to the chosen individual, to be paid out monthly based on hours worked.

Currently fully remote - all meetings, trainings, and events are currently virtual. Coordinator will play an active role in deciding if and when to transition any portion of the work to in person or hybrid – but working remotely will always be an option.

Schedule is flexible, and may include some evenings and weekends at the Coordinators discretion. The only exception to this is the weekly staff meeting, which is Tuesday at 10am, and is currently held virtually using Microsoft Teams.

## **Required Qualifications**

- Experience in the arts, as an artist, arts administrator, or other arts adjacent work.
- Strong written and verbal communication skills.
- Experience facilitating meetings.
- Experience planning and executing small events.
- Desire to support artists in Rhode Island to make a living and a life.
- Self-driven and able to problem solve.
- High school graduate, GED, or equivalent.
- Basic computer proficiency, including ability to learn and use programs like: Zoom; Microsoft Teams; Eventbrite; and Facebook.
- Live in Rhode Island, and be a legal resident of the United States with a tax id number (either Social Security number or an Individual Taxpayer Identification Number). This includes refugees, immigrants, and temporary residents. This does not include people in the country on a tourist visa.

## **Preferred Qualifications**

- Knowledge of artist specific business issues.
- Knowledge of small business best practices and operations.
- Bi-lingual or multi-lingual.
- Connection to Rhode Island arts communities.
- Proficiency with: Zoom; Eventbrite; Facebook; and other programs used for virtual and in person events.

## **How to Apply/Timeline**

Send a resume and cover letter to [mollie.flanagan@arts.ri.gov](mailto:mollie.flanagan@arts.ri.gov) by the end of the day, August 29<sup>th</sup>, 2021. Contact Mollie Flanagan, RISCA's Individual Artist Program Director, with questions via email (no phone calls, please). Interviews will be held between August 31<sup>st</sup> and September 9<sup>th</sup> via Zoom, and the position start date will be approximately September 20<sup>th</sup>. Start date is flexible.