

POSITION: Gallery Coordinator & Communications Associate (PT)

Reports to: Executive Director

Collaborates most often with: Executive Director, Resident Artists

26 hours/week

\$33,800 salary

\$200/month health stipend

Unlimited PTO + office holidays

The Gallery Coordinator & Communications Associate is a dual position, primarily onsite at WPA's office and project space. This is a public-facing position for an outgoing individual with an interest in storytelling and public engagement.

Gallery Coordinator (~50%)

Primary staff person responsible for tending WPA's project space (1350 Connecticut Ave.) during public hours. Responsible for onsite office orderliness and bookstore management.

The project space is most often used as a gallery space for projects in residence (exhibitions, etc.) that often have a duration of two or more months.. Between projects in residence, WPA's project space may be used for other activities, such as a pop-up bookstore or DIY event space. In such cases, the responsibilities of the Gallery Coordinator's role remain the same.

Hours:

- Public hours (subject to change) are Wednesday-Friday 12-6pm and Saturday 1-5pm. Excluding holidays, installation periods, and other occasions between projects when the project space may be closed to the public.
- A regular schedule for the Coordinator's remaining weekly hours will be organized in consultation with the ED.

Specific responsibilities include:

GALLERY (~35%)

- Tend gallery during public hours. Open and close space.
- Interface with visitors and inform guests about the work on view and WPA's work generally (upcoming events, publications, etc.).
- Support visitor engagement with installations as may be required by projects in residence.
- Collect email addresses and update WPA's mailing list weekly.
- Keep ED apprised of any emergent facilities concerns or issues with artworks on view; support ED in achieving resolution.
- Provide daily report on attendance, noting any memorable interactions or emergent matters.

- Support load-in and load-out of projects in the gallery space and special events offsite as needed.
- Ensure coverage of public hours when out of office.

BOOKSTORE (~5%)

- Maintain inventory for WPA's bookstore, which exists primarily online (presently five publications).
- Package and ship books according to weekly orders.
- Update website as new books become available.
- Be familiar with all books in inventory and be able to describe them to visitors.
- Make recommendations for new books to acquire as inventory permits.

OFFICE (~5%)

- Help to maintain office in an orderly fashion.
- Remove garbage weekly.
- Check mail daily and refer mail to appropriate staff members.
- Keep ED apprised of any emergent facilities concerns and support ED in achieving resolution.

ARTISTS (~5%)

- In tandem with ED and other staff, support WPA's efforts to provide artists with an exceptional experience while in residence. This may include:
 - Running occasional errands
 - Receiving and delivering packages

Communications Associate (~50%)

Primary staff member responsible for managing communications strategies both organizationally and for specific programs.

- Maintain communications calendar in collaboration with ED; create and manage deadlines for press releases and other communications.
- Draft monthly newsletter (via Constant Contact) in partnership with ED. Draft additional e-blasts for various dedicated announcements and reminders. Manage distribution of newsletter and track analytic data.
- Update WPA website copy in partnership with ED and other staff where relevant; update website with archival materials.
- Coordinate with ED and artists on artist-related communications; work with ED to finalize and distribute.
- Draft press releases in partnership with ED and support distribution.
- Conceive and produce stories and original content for newsletters, social media, and digital archive in collaboration with artists and other staff members where relevant. Populate stories, announcements, and reminders to social media.

- Liaise with social media followers and members of the press where appropriate.
- Coordinate with ED and artists to ensure quality documentation of projects and programs.
- Work with the ED and artists to make selections of documentation of WPA programming for communications, marketing, and archiving.

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Requirements

The ideal candidate will have experience interfacing with the public, through customer service, gallery sitting, or similar role. Furthermore, the ideal candidate will have experience drafting stories for social media platforms, public announcements, and/or online publications. Candidates with media production experience are also encouraged to apply. Familiarity with Constant Contact, WordPress, Squarespace, Illustrator, and/or Photoshop is a plus. Candidates with any combination of these key skills and competency areas are also encouraged to apply: public communications, website creation, critical writing, documentation, archiving. Please note: These are not prerequisites for applying; they are, however, areas where the person in this position will gain further experience.

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To Apply

Send an email to info@wpadc.org, Subject: "Gallery/Comms application." Include a cover letter, resume, and up to two professional references.

We are looking to fill this position asap, to start in the new year. Recommended deadline to submit: December 16.