

Job and Career Opportunities for Arts Studies Students February 2019

Read these postings carefully. Some of these positions are not “entry-level” – still, you should read them and recognize what courses, internships, and initial jobs would prepare you for these and similar opportunities. This listing includes PAID Internships, Calls for Art (tens of thousands of dollars for your art), and scholarship/fellowship postings.

Durham Arts Council

Position: Director of Development and Communications

Summary of Position:

Reporting to the Executive Director, the Director of Development and Communications is a senior level position that is responsible for planning, developing, managing, implementing, and growing a comprehensive fundraising and marketing effort to support the Durham Arts Council. Development strategies include building relationships and increasing funds from all areas of contributed revenue including: government support, foundation grants, corporate and individual giving, major gifts, planned giving, special events, sponsorships and in-kind support. Communications includes guiding and driving institutional marketing and public relations with ever-growing diverse audiences, constituents and supporters, ensuring that DAC’s mission and value is clear and embraced in the community. In addition, this person will represent DAC as an engaged member of the community and serve on the organization’s leadership team.

We encourage you to apply if you have a demonstrated ability to:

- Develop and implement both traditional and creative fundraising, and marketing strategies to advance the organization’s resource development efforts and profile in the community.
- Identify, cultivate, engage and steward existing and new donors to grow support for the mission.
- Ability to ask and close major gifts of \$5,000+.
- Build and maintain positive relationships internally and externally.
- Work independently and collaboratively as a team with high degree of accountability.
- Write copy and develop inspiring and engaging communications materials across all written modes and online platforms.
- Communicate effectively via public speaking and interpersonal communication.
- Ability to motivate and train others – donors, staff and volunteers.
- Develop and ensure a well-organized, effective development office, fundraising systems and record keeping.

Major Areas of Responsibility

Fundraising and Special Events:

- Works with CEO to lead and evaluate all fundraising activities through a comprehensive development plan to ensure the achievement of annual contributed revenue goals of \$1.3-\$1.5 million annually. Current support is comprised of donations, sponsorships and in-kind support from the City of Durham, Durham County, North Carolina Arts Council, National Endowment for the Arts, foundations, local and national corporations, endowments, and individuals.
- Initiates and personally participates in 6-8 face-to-face cultivation or donation solicitation meetings with prospective or current donors per month, involving Executive Director and Board members as needed.
- Writes inspiring copy and oversees design, print production and mailing of all collateral and communications for fundraising solicitations, special events, annual reports, special invitations and donor correspondence.
- Researches prospects, writes grant applications and coordinates grant writing and grant reporting with other DAC divisions for donations, sponsorships and grants, both cash and in-kind.
- Ensures effective stewardship of donors and grantors meeting all deadlines and reporting requirements.

- Develops and oversees fundraising events. Current events include Dinners a l'Art and may include the production of a black-tie gala for major commemorative anniversaries.
- Oversees the effective management and organization of DAC development and marketing files and databases.
- Fosters a positive understanding of philanthropy within organization.

Public Relations and Marketing:

- Oversees design and print production of DAC marketing materials and advertising. Assists other departments in achieving consistent branding and "DAC voice."
- Creates and maintains a public relations and communications plan to keep major audiences, supporters, and the media aware of DAC programs, services and roles in the community – including annual report, news releases, media placement, advertising, publications, social media and web-site. (various departments help prepare releases, ads, catalogs, newsletter, social media and web content)
- Responsible for creating public relations and marketing plan for major DAC events and festivals and coordinates and supports DAC staff, contractors and/or agencies in plan implementation.
- In conjunction with the Development and Marketing Associate and other departments, oversees the weekly E-newsletter and social media.
- Seeks and implements opportunities to make presentations and share information about DAC at community events, forums, meetings. Utilizes other DAC staff as appropriate.

Supervision and Administration:

- Supervises a full time Development and Marketing Associate, periodic contractors, volunteers, and interns.
- Trains and develops proficiency in fundraising software Bloomerang.
- Prepares division reports of activity and accomplishments.
- Develops and administers the annual division budget, workplan, and cash flow projections.

Institutional Leadership, Interaction, and Planning:

- Attends Board of Trustee meetings and leads the active engagement of the Development Committee.
- Participates in senior management meetings and staff meetings and provides input for institutional decisions.
- Develops knowledge of and interaction with diverse audiences, communities, and clients, identifying and communicating needs to senior management and Executive Director.
- Represents DAC on select community committees, groups, task forces, boards, and/or panels.

Professional Development:

- Attends professional meetings and networking opportunities as appropriate to build contacts with arts, business, and fundraising community, and other professional colleagues, including Association of Fundraising Professionals, Americans for the Arts, NC Center for Nonprofits, AFTA United Arts Fund, Chamber of Commerce and others.
- Works to continually build knowledge and awareness of fundraising and communication best practices; researches and utilizes this data to improve and promote DAC.

Education and Certifications:

B.A. or B.S. college degree required. Master's degree or CFRE preferred.

Experience:

Minimum of 5 years progressively responsible fund development and marketing experience. Proven track record of planning, directing, managing and implementing a comparable successful major non-profit fundraising, special events, and marketing program is required. Arts background and related arts fundraising experience helpful. Clear record of effectiveness in planning, supervision and management of staff and volunteers, and cultivation and stewardship of donors. Proficient in Microsoft Office, and a general understanding and prior use of a donor database system. Candidate must demonstrate ability to communicate with and engage with a diverse community of supporters and participants.

Salary and Benefits

This is a full-time, exempt position. Salary commensurate with experience. DAC offers an excellent benefits package for full time employees that includes paid holidays, vacation, sick time and

personal time, health, long and short-term disability, dental, and life insurances and a retirement Simple IRA plan with 3% match.

To Apply:

Visit www.armstrongmcguire.com/apply. If you have trouble uploading your resume, please email katie@armstrongmcguire.com. **No phone calls please.**

Cedar Creek Gallery

Position: Part-time Craft Gallery Retail Sales Assistant

Cedar Creek Gallery is a fine craft gallery located near Raleigh, Durham & Chapel Hill. We are looking for an exceptional person for a part-time retail sales position. If you have retail sales experience, an outgoing personality, a strong work ethic, solid computer skills, and are self-motivated, you might be perfect for the job!

Responsibilities include, but are not limited to the following:

Weekends are a must as are some evenings during special events.

As this is a small business, you can expect to assist in all aspects of business from opening to closing, cultivating and maintaining exceptional customer relationships, presentation of the retail environment from cleaning to displaying merchandise, painting walls to presenting the history of the gallery. You will work with merchandise from placing orders, checking in boxes, pricing, inventory, selling, packing and shipping. You will learn about the artists and their mediums in order to share that knowledge with customers. This is not a desk job. Physical requirements include the movement of displays in the gallery, being on your feet all day, and the ability to lift and carry 35 pounds.

Qualifications include, but are not limited, to the following:

Applicants must have a background in outstanding customer service. Previous sales or customer directed experience is required. We are looking for applicants with a happy disposition who are optimistic yet realistic. All applicants must be self-motivated, organized, reliable, and dependable as well as be able to prioritize and execute multiple tasks simultaneously. Demonstration of a high level of energy, drive, and initiative is paramount. Excellent written and oral communication skills are necessary. Applicants should be proficient in navigating the web, using social media and communicating via email as well as skilled in Word, Excel and Outlook. Additional computer knowledge that is a plus includes Photoshop.

You can expect:

- To work in a creative and charming environment amongst friendly people and artists.
- To be creative on a day-to-day basis.
- An interesting and varied job.
- Employee Discount

Location: Creedmoor

Compensation: Competitive

A resume and cover letter are required. Send to resume@cedarcreekgallery.com

Please make all contact via email (no phone calls).

Please apply only if you are interested in a long-term part-time position.

Artspace

Position: Administrative Assistant

Are you a friendly person with an eye for detail? Do you believe in the power of art to improve people's lives? Are you ready to join a tight-knit team of arts professionals and artists committed to making our community a better place? This may be the job for you!

The Administrative Assistant is a part time position encompassing the duties of the primary Front Desk Receptionist and Gift Shop Coordinator.

Primary Responsibilities: Welcoming visitors to Artspace from the front desk, answering the telephone and taking messages, managing and responding to the general Artspace email account, fielding questions and sharing information, processing sales transactions, maintaining accurate and current inventory, and maintaining the awesome appearance of the reception, information, and gift shop areas. The Administrative Assistant is aware of policies, procedures, daily activities and events at Artspace, as well as current and local events, activities and resources within Raleigh and the downtown area. In addition, the Administrative Assistant is responsible for opening and closing procedures of the facility. *Artspace is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

The Administrative Assistant works a 4-day work week, Tuesdays, Wednesdays and Fridays from 10:45 to 5:15pm and Thursdays from 10:45-7:15pm.

Compensation: \$10/hour commensurate with experience.

Please submit a resume, two professional references, and letter of interest to aalee@artspacenc.org by Friday February 15.

The ArtsCenter (Carrboro)

Position: ArtsCamp Teaching Artists

The ArtsCenter offers job opportunities for professional Teaching Artists at Summer ArtsCamp 2019.

ArtsCamp Instructors work with students entering grades K-12 to explore their creative ideas and develop new artistic skills across visual and performing arts camps over 10 weeks: June to August. We are currently looking for Instructors who work in different areas of specialization, including the following areas:

- Theater – Improv/ Elements of Acting/ 'Let's Make A Play'
- Creative Writing – Fiction/ Poetry
- Dance & Music – Hip Hop/ International
- Painting and Mixed Media – Abstract art, Puppet-making, Contemporary art
- Drawing and Illustration – Self-Portraiture/Landscape & Still Life/ Advanced
- Jewelry – Metal work for Pendants and Earrings
- Ceramics – Wheelthrowing / Handbuilding
- Digital Creativity – Music Production/ Photoshop/ Blogging & Website Design
- Photography – Digital and Darkroom
- Zines, Graphic Novels and Comics
- Sewing, Knitting and Fiber Arts

Camps are offered in week-long half day sessions. Teachers are welcome to teach full or half day sessions depending on availability and preference.

Please complete an [Expression of Interest form](#) or email Youth Education Coordinator Natalie Rambaldi nrambaldi@artscenterlive.org to find out more.

Penland School of Crafts

Position: Wood Studio Coordinator

The Wood Studio Coordinator works closely with the Studio Manager and studio team to keep the Penland wood studio in good working order and prepared for each class or activity scheduled in the space. Through a helpful and welcoming presence, the Wood Studio Coordinator sets the tone for

all classes by successfully communicating with instructors and studio assistants to insure the smooth operations of class supply ordering, studio setup, studio safety and general operations of the studio. The position provides studio monitoring during the winter residency as well. This is a full-time position, year-round, benefits eligible that will average 30 hours a week over the course of the year with more hours during the school's summer season and fewer hours/week in the winter. Fall and spring hours will depend on concentration courses offered in the studio.

Primary Responsibilities

- Supports the programming of classes and events in their studios by providing the Program Director with information on potential instructors, possible course topics, the studio's capacity for class size, and the ability of the studio to support various types of activities.
- Assists with programming calls and represents Penland periodically at national conferences.
- Manages the studio throughout the year for programs such as summer classes, one to eight week concentrations, residencies, community education, winter residency, demonstrations, lectures, special events, and individual usage of the space or equipment.
- Works collaboratively across the organization to create, maintain and manage equipment maintenance systems.
- Supports the needs of instructors, attends to equipment availability and set-up, configures space as needed, stocks supplies and materials requested for the session, and compiles information on local resources as needed for the class.
- Works with Studio Assistants on the changeover weekend. Directs the Studio Assistants' activities in setting safety standards, procedures, and equipment usage and covers how to charge for any materials for resale. The Coordinator will also meet with the class instructor the day they arrive to review class requirements.
- Creates proposals for an annual operating and capital budget for the wood studio and monitors his/her/their own progress and inventory to remain within the approved budget.
- Works in partnership with Facilities and Grounds team to create studio safety systems, including equipment, hazardous materials, and material handling.
- Serves as a strong, collaborative, and effective team member for the studio team.

Qualifications

Bachelor's degree is preferred with at least 5 years of wood studio experience but will consider an equivalent combination of education and experience. In-depth technical knowledge of the equipment and processes to be used in the studios, general knowledge of the field of crafts, and the ability to perform basic equipment maintenance and repairs are required. This position requires strong communication and customer service skills with the Penland spirit of generosity. The individual must have a high level of interpersonal skills (written and oral) to handle sensitive and confidential situations. Strong knowledge and technical fluency in Microsoft Office Suite, GSuite, budgeting and database management. In addition, proficiency in the Adobe CC programs, Illustrator and Photoshop, as they relate to CAM software and the operation of a CNC machine will be a necessary skill to maintain.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and to work at a computer. The employee is frequently required to use hands to handle or touch objects, tools or controls and to talk fluently and to hear. The employee is frequently required to stand, to walk, and to bend and to handle hazardous materials. The employee must regularly lift and/or move objects weighing up to 50 pounds or more. Including movement of sheet goods and removal of trash and dust collection weekly. Specific vision required by this job includes close vision.

Compensation

Compensation discussions are a part of the interviewing process. Employees at Penland enjoy competitive pay, engaging benefits and a unique work environment of creative inquiry. We have a variety of seasonal, part-time and full-time positions. Classes are offered in the spring, summer and fall with a short winter residency in January and February.

To Apply

Penland School of Crafts believes that diversity and inclusion are essential to fulfilling its mission. We want to inspire and nurture the human spirit, and we value the perspectives and contributions of all people. We want the Penland experience to include varied ideas, world views,

and personal characteristics. Penland is committed to being a community that welcomes and respects everyone regardless of age, ability, ethnicity, race, religion, philosophical or political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status. We are committed to providing an environment free of discrimination.

The position will remain open until filled, however the initial review of applications will consist of applications received by **February 15, 2019**. Scheduled start date is early May 2019. Send resume, 3 references and cover letter addressing relevant experience and interest in the position to Sally Loftis, Human Resources Manager, at hrmanager@penland.org.

Penland School of Crafts is an international center for craft education offering residential workshops, residencies, community education programs, and exhibitions. Located on 420 acres in the NC Mountains, Penland has 16 teaching studios and a total of 58 historic and contemporary buildings. Penland School of Crafts is an equal opportunity employer with a staff of 67. Penland operates with a \$16 million endowment and an annual operating budget of \$6 million. This institution is an equal opportunity provider.

Greenville Museum of Art

Position: Director of Development

Based in Greenville, North Carolina, the Greenville Museum of Art (GMA) is hiring a new Director of Development to take the helm of the organization's development efforts and ensure the GMA has the financial capacity to meet its core mission and evolving goals.

Generally:

Reporting directly to the Executive Director, the Director of Development is responsible for planning, developing, organizing, and directing all Greenville Museum of Art (GMA) fundraising. This responsibility includes major gifts programs, planned giving, special events, and capital campaigns (depending on size and scope of said capital campaign). Above all, the Director of Development is charged with developing and executing a financial plan that ensures the GMA continues to meet its core mission and evolving goals. The Director of Development is a leading role, working closely with the Board, Executive Director, and other staff to develop and articulate the strategic direction of the Museum, and to implement the resulting strategies and initiatives.

Supervision:

Serving at the pleasure of the Board of Trustees, the Director of Development is under the supervision and direction of the Greenville Museum of Art's (GMA's) Executive Director. The Executive Director supervises all full-time and part-time staff.

Description of Responsibilities/Essential Functions:

The following list is illustrative and is not intended to describe every function that may be performed to this job. The omission of specific statements does not preclude the Board of Trustees and/or Executive Director from assigning specific duties not listed, if such duties are a logical assignment to the position.

57. Annual Operational Fundraising for the Greenville Museum of Art (GMA)

- Oversee accounting of all annual fundraising activities and events, in conjunction with Executive Director.
- Working with metrics determined by the Executive Director, expand the overall number of donors to GMA annually through gifts and membership.
- Design and implement a dynamic calendar of annual events that meets the needs of a diverse community, supports the annual budget, and strives to grow at a percentage determined at the beginning of the year by the Board of Trustees and the Executive Director.
- Generate sponsorships to support 100% of the exhibition calendar created by the Exhibitions Committee and adopted by Board of Trustees in conjunction with Assistant Curator and Executive Director
- Oversee all gift receipts and acknowledgements that go toward supporting the annual budget and long-term financial health

58. Membership Growth and Volunteer Recruitment

- Working with metrics determined by the Executive Director prior to the beginning of every fiscal year, retain and grow the general membership of GMA, and increase the overall revenue from membership every year as well.
- Work with Executive Director and other Museum staff to maintain a detailed membership database for ongoing GMA use.
- Expand pool of reliable Museum volunteers every year through expanded outreach efforts and volunteer recruitment events.
- Working with other staff, ensure all volunteers are effectively integrated into GMA plans and procedures through training.

59. Marketing

- Oversees the creation and execution of overall marketing and public relations strategies for the Museum, including all social media platforms, local and regional media, to secure coverage of the Museum's exhibitions, collections, public programs, fundraising activities, and other initiatives.
- Assists with copywriting for press releases, marketing materials, and other forms of media outreach, as assigned
- Serves as Museum spokesperson, in conjunction with Executive Director, for TV appearances, radio interviews, etc.
- Works with tourism and hospitality partners, as well as key arts and business organizations to promote the museum as a cultural destination
- Assists with brand enforcement, ensuring consistency of design and messaging for all marketing campaigns and communications

60. Long-term Planning for the GMA

- Oversee accounting of long-term fundraising and endowment giving efforts, in conjunction with Executive Director to ensure long-term solvency.
- Working with Executive Director, secure grants to support all of GMA's long-term accounts.

Qualifications:

- Graduation from an accredited college or university. Attainment of an applicable advanced degree (Public Administration, Finance, etc.) or other commensurate degree is ideal, but not required.
- A minimum of three years progressive, professional experience in a relevant field/profession, including at least two years with some degree of supervisory responsibility.
- Excellent communications, including writing, and interpersonal skills.
- Strong organizational skills, with the ability to prioritize and handle multiple projects at once.
- Strong ethics, with the aptitude to manage confidential data responsibly.
- Familiarity with any and all computer software related to development.
- Strong understanding of multiple social media platforms used to disseminate information.

Compensation:

Salary is commensurate with experience.

To Apply:

Interested candidates should electronically submit a cover letter, updated resume, and three professional references to ExecutiveDirector@gmoa.org by **4:00 PM on February 8, 2019**. It is the goal of the Search Committee to make a hiring recommendation to the full Board of Trustees by March 20, 2019, with the approved candidate able to assume the Director of Development position shortly thereafter.

The Greenville Museum of Art (GMA) is an Equal Opportunity Employer.

Arts Council of Wilson

Position: Visual Arts Coordinator

Classification: Hourly Part-Time (Average of 25 hours per week) \$12 – \$17 commensurate with experience.

Reports to: Executive Director

Release Date: January 3, 2019

Application Closes: February 11, 2019

The Arts Council of Wilson seeks a consistent face for its visual arts programs, with a focus on gallery management and education. This is a part-time hourly position.

About Us: Established in 1967, the Arts Council of Wilson has a history of over fifty years as a local arts agency. Our mission is to improve the quality of life for all citizens of Wilson County by providing cultural leadership and opportunities in the arts. Currently, we fulfill that mission through participatory and passive programming in visual, literary, and performing arts disciplines.

Throughout the year, we offer more than six professional gallery exhibits, a professional performance series (the "Boykin Series"), a youth theater education program (the Arts Council Troupe known as ACT! for Youth, a student gallery exhibition series, educational workshops for adults and children, lectures, and camps in visual art and theater. We also offer support to large and small emerging arts organizations through our Grassroots Grant program.

The Position: In support of our mission and our programs and activities, this position will coordinate exhibitions, visual arts programming, maintain the gift shop featuring local artists, and plan events.

Duties include:

Exhibitions

- Develop and schedule art exhibits, receptions, and artist lectures to be shown/held in galleries in collaboration with Visual Arts Committee
- Negotiate terms/loan agreements and contracts with artists
- Coordinate layout and installation of exhibits: requires lifting and climbing ladders.
- Assist with marketing strategies for exhibits and the development of promotional materials: write press releases pertaining to exhibits as needed, schedule programs that develop an artistically appreciative audience and seek opportunities to engage with community partnerships to enhance the exhibit
- Identify and approach potential donors (individuals and businesses) to secure sponsors for gallery exhibits
- Maintain records of, and appropriately display/store, the Arts Council of Wilson's permanent collection of artwork.

Gift Shop

- Recruit and contact with artists to sell their work
- Display, organize, and rotate (refresh) artwork
- Maintain organized records of inventory
- Develop and implement strategies to increase art sales through the exhibition programs and related events

Special Events

- Assist with the development and implementation of special events and fund raising
- Identify and approach potential donors (individuals and businesses) to secure sponsors/hosts for gallery exhibits and special events
- Identify artists to donate artwork for special events
- Organize and maintain Visual Arts collection of decorative party items, tools, class supplies and materials, etc.

Volunteer Recruitment

- Assist in recruiting and managing groups of volunteers to assist with art installations and special events
- Recruit new members as needed for Education Committee and Visual Arts Committee and lead monthly planning meetings

Community Art Classes

- Determine the specific classes needed by the community
- Establish a schedule for adult and children's classes
- Hire artist teachers and secure contracts
- Order and maintain inventory of supplies needed for educational programming
- Develop and implement strategies to increase participation and attendance
- Work with Arts Council Staff and Marketing Committee to develop promotional materials for classes
- Work with the Wilson County School system and develop relationships with local art teachers to bridge the gap in arts education in Wilson and provide gallery appreciation and field trip opportunities

- Plan and staff visual arts activities at festivals

Administrative

- Build community relationships with supporters, donors (individuals and businesses) and artists to create synergy in support of the Visual Arts
- Work with Executive Director to plan the Visual Arts program budget and maintain sufficient insurance for artwork
- Act as a liaison between the Arts Council, the community, and local artists and artist groups including the Wilson Active Artists Association
- Research available grants for visual artists and promote throughout the local art community

The ideal candidate:

- Will have a strong interest in the arts and the importance of art in the community
- Should be proficient with Microsoft Office, internet, and e-mail
- Must be reliable, able to stay on task, and work independently and as a part of a team
- Must have strong organizational skills and attention to detail necessary to balance a variety of related tasks
- Must have excellent communication and relationship building skills with demonstrated ability to work well with diverse audiences
- A working knowledge of the visual arts including familiarity with a variety of mediums
- A flexible work schedule
- The ability to work as part of a creative team, to build and maintain strong relationships with visitors, the community, volunteers and co-workers
- A passion for working near youth of all ages
- Ability to develop relationships with local partners and fundraise
- Be capable of lifting, pushing or pulling objects up to 50 lbs. and using appropriate tools for art installation

Perform other duties as deemed necessary and requested by the Board of Directors and Executive Director. This position will report to the Executive Director in the performance of all duties.

About Wilson: Wilson is a city in Wilson County, North Carolina. It is located approximately 40 miles east of the capital city of Raleigh and 30 miles west of Greenville, NC. Wilson had an estimated population of 49,610 in 2012, according to the Census Bureau. Once a center of tobacco cultivation, the city was widely known as “The World’s Greatest Tobacco Market” in the nineteenth century. In the 21st century, Wilson enjoys a diverse economy based on agriculture, manufacturing, commercial, and service businesses. Wilson is a unique and growing city at the crossroads of charm and innovation. The city has a wide variety of art experiences to choose from with over 30 organizations and businesses with arts at the core of their mission. The city is known for its one-of-a-kind art park, the Vollis Simpson Whirligig Park.

Interested?

To apply, please send a letter of interest and resume including a list of references to the Executive Director, Cathy Hardison at acw@wilsonarts.com. Application review will begin at closing date of application.

The Mint Museum

Position: Chief Curator

REPORTS TO: President & CEO

FLSA STATUS: Exempt

Please apply on <http://www.mintmuseum.org/about/careers/>

Position Summary: The Chief Curator is a member of the Mint Museum’s senior management team and will actively participate in shaping the mission and vision of the organization, while directing the Mint’s artistic program at both locations in the greater Charlotte area. This position requires a talented curator skilled in collaboration across departments and able to lead the development and growth of the permanent collection and exhibition schedule that engages a diverse community and advances artistic/cultural discourse. The Chief Curator manages the curatorial department (currently 4 full-time curators) as well as the library and archives, and all aspects of its

operations, in a collegial manner that fosters trust and respect within the department and throughout the institution. The candidate must bring strong management experience and a proven desire to create innovative and distinctive artistic projects that form a dynamic and rich museum environment. The Chief Curator is the lead voice for the Museum's collection and exhibition strategy and must be comfortable in a highly visible and public position that requires active participation in the local and regional arts community as well as national and international networks. Working with the President and CEO, the Chief Curator will cultivate relationships with donors and collectors, building support for the Mint's artistic program through purchases, gifts, and exhibition fundraising efforts. As a community ambassador, the Chief Curator must develop civic, cultural, philanthropic, and governmental relationships that advance the strategic success of the Mint's mission to the community. The Chief Curator must possess a collaborative spirit and be a leader in promoting innovative partnerships with other regional arts organizations.

DUTIES AND RESPONSIBILITIES – ESSENTIAL FUNCTIONS

- Create, manage, and direct the ongoing strategic direction and plan for the Curatorial Department, ensuring alignment with the strategic plan of the institution as a whole.
- Management of curatorial department staff, policies, procedures, and budgets
- Development and implementation of a comprehensive, long-range collection plan
- Development and implementation of an exhibitions program strategy, ensuring balance of schedule, scholarship, and value for audiences in the community and art world
- Works with CEO to set the direction and master calendar for exhibitions
- Participate in the production of publications on the permanent collection and temporary exhibitions. Conduct research and write exhibition labels, didactics, and catalogs, and contribute articles to scholarly and popular journals when appropriate
- Work closely with Learning & Engagement team to develop appropriate educational content strategies for exhibitions and permanent collection galleries to ensure engagement of diverse audiences
- Work closely with Advancement team to shepherd collectors and secure donations of works of art and funding for acquisitions
- Work with CEO and Advancement team to develop, and participate in, active travel program
- Be an active and visible member of the local and regional arts scene
- Lead the effort to grow a collectors' group to strategically build the collection
- Work closely with Collections & Exhibitions team in planning, display, design, and upkeep of galleries
- Serves on the Senior Leadership team to ensure the success of the Museum's operations, fundraising, and revenue plans.
- Provide leadership in evaluating and proposing acquisitions and gifts, deaccessions, conservation, and loans by providing research and justifications.
- Represent the institution's curatorial goals at art committee and board meetings
- Identify, recruit, hire, train, manage, supervise, and evaluate staff members to achieve the goals of the department and museum
- Collaborate with the Director of Library & Archives in the long-term development and refinement of the library to serve the needs of the staff, scholars, volunteers, students, and the general public
- Actively develop relationships with peer institutions and professional organizations regionally, nationally, and Internationally

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

EDUCATION: Master's degree in art history, PhD or equivalent preferred. Specialization in Contemporary Art is highly desired

PROFESSIONAL EXPERIENCE: At least 5 years progressively responsible curatorial and museum experience

KNOWLEDGE/SKILLS/ABILITIES: Proven management experience of a substantial department, projects, and budgets. Strong professional track record in exhibition development and scholarship. Exemplary written and verbal skills based in thorough and solid scholarly research. Proven abilities in collection development, donor stewardship, strategic planning/thinking, and building collaborative relationships within and outside the institution. Self-directed and motivated with an applied

knowledge of professional museum principles, practices, and procedures. Proven ability to convey complex ideas to a variety of audiences clearly and enthusiastically.

SUPERVISORY RESPONSIBILITIES: Curatorial Departments

WORKING CONDITIONS: Normal office conditions, ability to lift 25 pounds. Must have flexibility to work occasional evenings and weekends.

COMPENSATION & BENEFITS: Compensation is competitive and a benefits package will be included for this position.

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. The Mint Museum of Art reserves the discretion to change this job description at any time.

ABOUT THE MUSEUM

As the oldest art museum in North Carolina, with one of the largest collections in the southeast, The Mint Museum offers its visitors inspiring and transformative experiences through art from around the world via innovative collections, groundbreaking exhibitions, and riveting educational programs. The Mint Museum is a non-profit visual arts institution comprised of two dynamic facilities: Mint Museum Uptown and Mint Museum Randolph.

Located in what was the original branch of the United States Mint, Mint Museum Randolph opened in 1936 in Charlotte's Eastover neighborhood as the state's first art museum. Today, in a beautiful park setting, intimate galleries invite visitors to engage with the art of the ancient Americas, ceramics and decorative arts, fashion, European art, and African art, among other collections. Resources include a reference library with over 18,000 volumes, a theater featuring lectures and performances, and a museum shop offering merchandise that complements both the permanent collection and special exhibitions.

Mint Museum Uptown houses the internationally renowned Craft + Design collection, as well as outstanding collections of American, contemporary, and European art. Designed by Machado and Silvetti Associates of Boston, the five-story, 145,000-square-foot facility combines inspiring architecture with cutting-edge exhibitions to provide visitors with unparalleled educational and cultural experiences. Located in the heart of Charlotte's burgeoning center city, Mint Museum Uptown is an integral part of the Levine Center for the Arts, a cultural campus that included the Bechtler Museum of Modern Art, the Harvey B. Gantt Center for African-American Arts and Cultures, the Knight Theater, and the Duke Energy Center. Mint Museum Uptown also features a wide range of visitor amenities, including the 240-seat James B. Duke Auditorium, the Lewis Family Gallery, art studios, a restaurant, and a museum shop. For more information,

visit www.mintmuseum.org

Brevard Music Center

Position: 2019 Summer Staff Openings

The Brevard Music Center is currently accepting applications for an array of Arts Administrative and Production summer staff positions. These positions are a wonderful opportunity to work with world renown musicians and learn within an exciting and fast-paced professional summer music festival. Come join us in the beautiful Blue Ridge Mountains for a summer to remember. This is Brevard. Be inspired. Be Here.

Some of the available positions are:

- Artistic Liaison and Artistic Operations Assistant
- Assistant Orchestra Librarian
- Audio Engineering Internship
- Student Services Assistant and Manager
- Orchestra Personnel Manager and Assistant Manager
- Development/Special Events Interns
- Marketing/Communications Intern
- Many positions in Classical Music/Opera Production and Stage Management

For more detailed information about these positions and to apply, go to:
<https://www.brevardmusic.org/about/employment/>

Wilmington Symphony Orchestra

Position: Executive Director

The Wilmington Symphony Orchestra in Wilmington, North Carolina seeks an experienced Executive Director who is creative, organized, goal oriented, and passionate about arts and their effect on a growing Region. This is a full-time exempt position requiring some evening and weekend work.

The Executive Director is responsible for managing the resources of the Wilmington Symphony and for collaborating effectively with the Board of Directors to achieve the Orchestra's mission and strategic plans. The Executive Director is responsible and accountable for the management of all aspects of the Orchestra's music concerts, education programs, and professional staff, and for implementing the policies set by the Board of Directors. The Executive Director reports to the Board of Directors through the Board President.

During the 2018-2019 season, the Orchestra is re-structuring its professional staff and job tasks allocation, adding a new full-time Development Director position and expanding a part-time role into a full-time Marketing and Operations Director. The Wilmington Symphony recently moved its concerts to a new 1,500-seat performance venue in downtown Wilmington. Significant audience growth, successes with community engagement initiatives, and the retirement of the current Executive Director have necessitated the transition to this new staffing structure. Ideally, the new Executive Director will be available to in January 2019.

Founded in 1971, the Wilmington Symphony Orchestra has served Wilmington, North Carolina and the Cape Fear Region for 47 years. With a projected annual operating budget of \$450,000, the Orchestra performs seven concerts, (five Masterworks Series and two Symphony Pops), and produces an array of unduplicated youth education programs including a regional Youth Orchestra, Junior Strings, and Young Artists Concerto Competition. The Wilmington Symphony has both an endowment fund and a donor-endowed chair fund.

Qualifications:

- BA (required); MA (a plus);
- Five-plus years' leadership and management experience with an orchestra, performing arts or other nonprofit organization;
- Demonstrated excellence in organizational, managerial, and communication skills;
- Strong financial management experience and reporting skills;
- Solid skills in a PC based environment in Word, Outlook, Excel, OneDrive and PowerPoint;
- A professional and resourceful style; the ability to work independently and as part of a team, to take initiative, and to manage multiple projects;
- Knowledge of donor software is a plus;
- Familiarity with symphony orchestras is essential.

Job Summary:

BOARD SUPPORT RESPONSIBILITIES

141. Participate in all Executive Committee meetings and Board meetings, and with ad hoc committee meetings, as needed; advise on matters promoting efficient and effective operation of the Orchestra; maintain appropriate collaborative relationship with Board members.
142. Keep Executive Committee and Board informed of finances, operating and development activities, and personnel matters.

ARTISTIC ADMINISTRATION

143. Form a productive and professional working relationship with the Music Director and assist the Music Director in the achievement of the Orchestra's artistic objectives;
144. Negotiate contracts for all guest artists and performing groups within budget approved by the Board.

FINANCIAL MANAGEMENT RESPONSIBILITIES

145. Serve as chief financial officer of the Orchestra and follow financial policies approved by the Executive Committee and Board; Ensure all bookkeeping and reporting tasks are performed in compliance with FASB and with State and IRS regulations;
146. Prepare financial reports and cash flow projections as needed; Prepare annual operating budget for approval by Finance and Executive Committees and Board of Directors;
147. Ensure that appropriate insurance, performance licenses, and all other contracts and in-kind trade agreements are executed and current; maintain the administrative offices of the organization.

DEVELOPMENT AND COMMUNITY ENGAGEMENT

148. Ensure effective communications with all Wilmington Symphony stakeholders to accomplish objectives. Stakeholders include the Orchestra musicians, donors and subscribers, volunteers, University of North Carolina Wilmington and Cape Fear Community College, other arts organizations, government and business organizations, the media and the public.
149. Pro-actively promote fundraising activities and the identification and cultivation of donors; as an ambassador for the Wilmington Symphony, participate in key community engagement activities and organizations, taking a pro-active and results-oriented approach in advocating for the Orchestra.
150. Ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintain accurate records of financial and other substantial support.

STAFF SUPERVISION

151. Coordinate and supervise the work of full-time Development Director and Marketing and Operations Director, and part-time Bookkeeper;
152. Conduct periodic staff meetings to coordinate resources and efforts and ensure effective lines of communication within the organization; Conduct performance reviews for direct report roles

TO APPLY

Email resumé, cover letter, at least 3 professional references, and writing sample — of how you have advocated in your current role or would advocate for the Wilmington Symphony — to subject line: EXECUTIVE DIRECTOR at info@wilmingtonsymphony.org

No phone calls please.

Starting salary range is upper-40's. Benefits include 100% employer-paid health insurance premiums, and an optional 403b retirement plan. The search is on-going and open until filled. *The Wilmington Symphony Orchestra is an Affirmative Action/Equal Opportunity Employer. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran status. Submitting an application does not constitute a promise or guarantee of employment.*

Carolina Performing Arts

Position: Artistic Coordinator

The Office of the Executive Director for the Arts (Carolina Performing Arts) is responsible for planning and presenting a comprehensive performing arts program serving the UNC campus and beyond. Carolina Performing Arts strives to integrate the performing arts into the core academic and teaching mission of the University through its diverse engagement initiatives and champions the power of exceptional arts experiences to enrich, inspire, challenge and transform. CPA oversees all artistic programming, campus and community engagement, marketing and fund-raising for its presented performances, and manages all operations of its venues including facility rentals, technical production, audience services, and ticketing.

Position Description

The Artistic Coordinator reports to the Artist Services Manager and is a member of the Artistic and Engagement team, supporting the Artist Services Manager, the Associate Director of Engagement,

and the Director of Programming, and planning and executing logistics for all visiting artists' stays including performance and engagement activities.

Responsibilities include:

- Coordinating artist hospitality and catering, transportation, accommodations, space reservations and set-up
- Recording artistic and engagement budget expenditures, processing invoices, gathering purchase card receipts, and submitting employee reimbursements in coordination with CPA's Business Office
- Review and reconciliation of department expenses with CPA's internal financial tracking software to ensure accurate budget tracking and reporting
- Management of department student employees, as necessary
- Creation of artist welcome packets
- Occasional maintenance of spaces and inventory of items as related to the needs of visiting artists
- Coordinating with faculty and other guests, and CPA box office, to distribute student tickets and to extend event invitations
- General administrative tasks, as necessary
- On-site support at performances and events
- Acting as primary on-site liaison for artists and their representatives, to include driving CPA vehicles, as necessary
- Collaboration with Marketing department to promote events
- Documenting artist activities through photo, video, and written reports, as necessary
- Making presentations at weekly all-staff meetings to inform staff in detail about the upcoming artists' visits and performance details
- Acting as a positive representative of the organization with artists, artist management, campus partners, and general public

Education

Bachelor's degree in business administration or a related discipline or an equivalent combination of training and experience required. All degrees must be received from appropriately accredited institutions.

Experience

- Knowledge of University structures and processes highly desirable (familiarity with The University of North Carolina at Chapel Hill a plus)
- Demonstrated ability to pay strong attention to detail
- Interest in the arts; background in the arts or humanities desirable
- Strong interpersonal and problem solving skills
- Ability to remain calm when handling multiple tasks and working independently
- Strong written and verbal communication skills

For more information and to submit an application, please visit:

<http://unc.peopleadmin.com/postings/153285>.

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or status as a protected veteran.

SCHOLARSHIPS/FELLOWSHIPS and INTERNSHIPS

The Art, Art History & Visual Studies Department at Duke University is pleased to announce the Samuel H. Kress Foundation Graduate Fellowship in Digital Art History. The fellowship for \$30,000 will help to offset the cost for an entering student in our Masters (MA) program in Digital Art History and Computational Media. The fellowship is specifically meant for populations of students often underrepresented in digital art history including people of color, first generation college students, and

women. Duke is an ideal institution to receive this specialized intellectual training to prepare the student for success in rigorous PhD programs in art history and visual studies. For full details on the program see <https://aahvs.duke.edu/graduate/MA-historical-cultural-visualization>.

Through this fellowship we intend to help diversify our field and to develop sophisticated, and rigorous computational work. Our MA is specifically targeted to address art historical questions in conjunction with area computational and cultural specialists at Duke.

The Samuel H. Kress Foundation has made extraordinary contributions in the last decade to the support of new digital art history initiatives. This Kress Graduate Fellowship fosters and strengthens the connection between art historical research and the broader field of Digital Humanities. It builds off of the tested curriculum of the MA in Digital Art History & Computational Media while guiding the student to future success in an art history and visual studies PhD.

Our goals are:

- 1) To increase the opportunities of underrepresented populations for participation in Digital Humanities
- 2) To improve the chances of MA art historians to enter a high-level art history and visual studies PhD program or succeed in digital areas once they are in such a program, especially to prepare them for university careers
- 3) To strengthen the diversity of art history as a discipline
- 4) To expand digital art history as a subfield

Candidates who would like to be considered for this opportunity should apply to the MA in Digital Art History & Computational Media and express their explicit interest in their application for pursuing advanced work in an art history and visual studies PhD program.

For questions, contact paul.jaskot@duke.edu. [View this announcement online](#).

Hannah L. Jacobs
Digital Humanities Specialist, Wired! Lab | she/her/hers
Art, Art History, & Visual Studies, Duke University
hannah.jacobs@duke.edu

PAID INTERNSHIP AT THE NASHER MUSEUM

The Nasher Museum is one of 10 museums selected for a paid summer internship program for college students from underrepresented communities. This is the first year of the new paid internship program, which was launched by the Association of Art Museum Directors (AAMD) with additional funding support provided by a grant from the National Endowment for the Arts.

"We are thrilled to offer this exciting new paid summer internship," said Julia K. McHugh, Ph.D., Trent A. Carmichael Curator of Academic Initiatives at the Nasher Museum. "Museums need young, talented people from different backgrounds and viewpoints to help build the next generation of art museum professionals. This internship works to diversify our institutions and removes a financial barrier that many students encounter when they begin to explore an art museum career."

The intern will be placed in the Nasher Museum's Department of Academic Initiatives where they will assist in researching the Art of the Americas collection in preparation for the re-installation of the permanent collection gallery, in addition to upcoming exhibitions. The intern will assist with provenance research, the selection of objects for display and the development of interpretation materials, online resources and public programs. The focus of these projects will be the museum's extensive holdings of South American art, including artworks from the Inca, Moche, Paracas and Nasca cultures. As a

culminating project, the intern will create a plan for an interactive wall in the museum's Great Hall, an educational, experimental space that presents exhibition content to visitors in an accessible and engaging manner.

Internship Requirements

The program is only available to undergraduate students in their rising sophomore, junior or senior years, to provide opportunity for students who have begun to solidify their academic interests and potential career path. Applicants must reside in or attend college in the Raleigh-Durham area.

The internship runs for 12 weeks from June to August 2019 and requires a full-time commitment (32 hours/week). A stipend of \$6,300 will be provided, in addition to paid travel and expenses to two museum conferences for networking, professional development, and to meet their fellow AAMD interns. These include the American Alliance of Museums (AAM) Conference in New Orleans (May 19-22, 2019) and the Association of Art Museum Directors fall meeting in New York (date TBD). The intern will be supervised and mentored by Curator of Academic Initiatives Julia K. McHugh, who will also attend the conferences with the intern.

Application

Applications are due by email to Julia K. McHugh, Ph.D., Trent A. Carmichael Curator of Academic Initiatives, at julia.mchugh@duke.edu by 11:59 PM on March 15, 2019, and must include:

1. Resume
2. Personal statement explaining the applicant's career goals, interest and experience with art, art history and/or museums
3. One letter of recommendation from an academic or professional reference sent directly to julia.mchugh@duke.edu
4. Official academic transcript

A candidate will be selected by early April 2019. With questions about the internship or application process, please contact Julia K. McHugh at julia.mchugh@duke.edu

CALLS FOR ART

BIENNIAL SCULPTURE EXHIBITION: CALL FOR PROPOSALS

JCPA's leased sculpture program seeks to enhance downtown Johnson City through the incorporation of public art. These sculptures are placed on a two year rotation; the next round of sculpture will be installed in May 2019.

Interested in submitting a sculpture for consideration? Download the "[Call for Proposals](#)" document for more info and to view submission guidelines. Submit an application using the form below. **When submitting, you must label your work as indicated on page 5 of the "Call for Proposals" document.**

**** THE DEADLINE FOR SUBMISSIONS HAS BEEN EXTENDED TO FEBRUARY 15TH, 2019 ****

<http://jcpublicart.com/call/>

Dorothea Dix temporary Performance and Installation Art – Artist Call

The City of Raleigh is seeking multiple artists and/or artist teams to submit proposals to create temporary installations and performance pieces at or near Dorothea Dix Park as a part of a city-wide collaborative project in May. Proposals could include temporary audio/visual and multimedia installations and performances. All selected works will be free to the public and visible to all people of all ages.

Tier 1: Artists / Artist teams will receive up to \$4500 to implement their proposals for ephemeral or temporary public art and performances. Up to fifteen artists / artist teams will be selected in Tier 1. Examples include, but are not limited to: Short or one-off performances including participatory art, video art, public interventions, light projections, endurance performances, dance or movement based art, spoken word, and other experiential performances. Temporary or ephemeral installations with or without performance elements using media such as video, sound, light, textiles, wood, metal, found objects, drawings, sculptures, zines, books, and other media.

Tier 2: Installations that are expected to remain up for a longer period of time and due to complexity of the installation may have a budget greater than \$5000. Two to four artists / artist teams will be selected in Tier 2. Examples include, but are not limited to: Longer term installations expected to remain up for two to 12 months, with approval from Dix Park Team. Projects in this tier can be larger in scale, made from materials that will last two to 12 months, create a dynamic sensory experience for viewers, include more complex technology, etc.

Qualifications must be submitted by **Feb. 11**. There is no fee to submit qualifications.

[Apply online here.](#)

[Find the Full Artist Call here.](#)

Greenway Tunnel at Rocky Branch Trail and S. McDowell St. Artist Call

The City of Raleigh is seeking an artist or artist team to submit qualifications to create artwork in a the Rocky Branch Greenway tunnel that runs below S. McDowell street in Raleigh.

Project budget is up to \$20,000. Up to three finalists will be selected and asked to create concept proposals. Finalists will each receive a \$250 stipend to create proposals.

Qualifications must be submitted by Feb. 11, 2019. There is no fee to submit qualifications.

[Apply online here.](#)

[Find the full artist call here.](#)

Block2 Call for Video Artists

Call For Video Artists - Raleigh Art's Block2 Video Series is an outdoor visual platform for video, digital and new media artists. Viewed after dark, the changing videos aim to expand a viewer's notion of what visual art is and introduce the community to new artists, ideas, and experimental mediums.

If you are interested in submitting material to be considered, please contact [Stacy Bloom Rexrode](#), Curator of Exhibitions and Collections.
