

CALL FOR APPLICATIONS : PROGRAMMING COORDINATOR

Permanent position, 4 or 5 days a week.

Remuneration relative to training and experience.

Artistic activities :

- General assistance to the artistic director
- Collaborate in putting together the programming and selection activities ;
- Collaborate in establishing the context of projects and the conditions for achieving them (budget, length and target audiences) ;
- Plan and gather human, material and technical resources needed for the activities (drafting of texts followed by their translation, coordination between the artist and the technical director, mailing) ;
- Coordinate the production invitation cards and other promotional materials ;
- Organize programming committees;
- Receive and answer applications and other artist requests ;
- Ensure hospitality to guest artists ;
- Develop and make available to artists information and assistance for their production ;
- Document activities, organize and archive documentation ;
- Enable meetings between artists and art professionals.

Financing and management of activities :

- Collaborate in the preparation of requests for financial aid;
- Locate potential funding sources and government programs for financial aid ;
- Occasionally take up exhibition watch duties and reception of the public ;
- Plan watch duties, find needed human resources and ensure their training.

Prerequisites :

Degree in Art History, Museology or the equivalent

Three years of experience in a non-profit organization (a plus)

Perfect command of written and spoken French

Good knowledge of English

Knowledge of basic software (Mac platform)

Start: January 2012

Please send your application to Alfonso Esparza at the address below:

E :Alfonso@fonderiedarling.org