



Public Engagement Associate - 18th Street Arts Center

Start Date: August or September 2023

18th Street Arts Center (18SAC) is seeking to hire a **Public Engagement Associate** (full-time, permanent, hybrid negotiable) to join our team of arts professionals. 18th Street Arts Center's mission is to provoke public dialogue through contemporary artmaking.

The Public Engagement Associate is responsible for developing and producing all 18SAC public programs and community engagement experiences—from ideation to contracting to setup/breakdown and program evaluation. The Public Engagement Associate will have opportunities to develop new programs in collaboration with the Senior Director of Engagement; the Deputy Director; program, residency and curatorial staff, and artists. Some weekends and evenings will be required for events.

Reports to: Senior Director of Engagement

Duties and Responsibilities include, but are not limited to:

- Produces 18SAC public programs including but not limited to: exhibition related programs (openings, panels, screenings, performances), community engagement experiences (arts workshops, hosting info tables), and annual events.
- Supports artist-in-residence programs and events including but not limited to: studio visits, Creative Roundtables, professional development workshops, and potlucks.
- Supports tech and event set-up for 18SAC events.
- Acts as a liaison between 18SAC and contracted artists and vendors.
- Develops event schedules and communicates with artists and other community partners.
- Develops program evaluation and observational evaluations, and supports other event logistics.
- Supports project management and the creation of printed and digital collateral about programs and events for marketing.
- Supports grant proposals with program and event assets and analytics.

Required qualifications:

- Passion for provoking public engagement and talking with community members.
- Must work well in individual and team environments.
- Excellent organizational skills and follow-up skills. Strong attention to detail.
- Excellent communicator.
- Working knowledge and experience with audio-visual equipment (video

- projectors, sound systems).
- Experience supervising and overseeing event support staff.
- Quick to learn new skills and take direction well.
- Ability to navigate Zoom, Eventbrite, and Facebook live.
- Ability to lift up to 25 lbs, move tables and chairs and lead event set up.

Nice-to-have but not required qualifications:

- Design capabilities (Canva, Adobe InDesign, Adobe Photoshop, etc.)
- Strong writing and visual communications skills.
- Spanish fluency.
- Familiarity with the contemporary art field's concepts and practices.

Work hours:

Full-time, on-site/in-person, 40 hours/week. Able to work some evenings and weekends during 18SAC events. Hybrid work schedule negotiable.

Salary and benefits:

- \$50,000 – \$55,000 depending on experience
- Fully paid medical and dental insurance (no cost to the employee)
- Simple IRA plan, with employer match
- Two weeks of vacation, plus federal holidays
- Office is closed for holidays in late December

Deadline to apply:

Candidates who apply by **June 30, 2023** will be given priority consideration; position will remain open after this date until filled.

To apply for the position:

Please upload the following documents to our application form here:

<https://app.smartsheet.com/b/form/a111fd5d1e284902bfe0831777de5954>

1. Cover letter
2. Current Resume
3. List of three professional references with contact information

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

About 18th Street Arts Center

18th Street Arts Center (18SAC) is a hub for artistic innovation that actively nurtures the work of contemporary artists from all disciplines at various career stages. Through our multi-tiered residency program, exhibitions and cultural resource mapping, 18SAC supports artistic creation, innovation, collaboration, and growth.

18SAC is committed to supporting artists who empower others, make equitable places of community and reimagine oppressive structures. We honor solidarity with the marginalized and disenfranchised, and work to center traditionally decentered voices with a sense of

humility. 18SAC was founded in 1988 on the belief that diversity is our greatest strength as a nation. We began with a diverse group of artists seeking to create an active, multicultural, brave space for artistic exploration. Many of our founding artists were engaged in dismantling various manifestations of oppression. Thirty years later, these values remain central to our core. As an international residency center, 18SAC believes that racial, cultural, ethnic, gender, ability, sexual and language diversity in its program offerings, leadership, staff, and artists leads to greater community wellbeing and a more just, peaceful world. We work towards non-exploitative, sustainable processes and practices that reconnect us with the Earth and to one another.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, gender, disability, religion/belief, sexual orientation or age.

18SAC is committed to sustainability, both in making business decisions and maintaining a healthy work-life balance for its employees.

18SAC is based in Santa Monica, CA. More information here: www.18thstreet.org