



540 President Street, Unit 2E / Brooklyn, NY 11215 / phone 718-408-8755 / fax 718-414-2197

Spaceworks Artist Services Assistant

Start Date: November, 2014
Full-time with benefits.
Salary commensurate with experience.

About Spaceworks

Spaceworks is a not-for-profit organization dedicated to expanding the supply of long-term, affordable rehearsal and studio space for artists in New York City.

Spaceworks operates two workspace facilities, Spaceworks Long Island City and Spaceworks Gowanus, and is dedicated to serving a growing multidisciplinary community of art-makers. In early 2015 Spaceworks will open a third mixed-use facility in Williamsburg, a collaboration with Brooklyn Public Library. Additional projects are in development across NYC.

Spaceworks is seeking a full-time Artist Services Assistant who will help ensure each Spaceworks artist has an A to Z positive, productive experience at Spaceworks. This position requires significant scheduling flexibility and the Artist Services Assistant will be expected to travel frequently throughout the city.

Responsibilities

- Provide on-site assistance and tours of Spaceworks facilities across NYC, especially Brooklyn and Queens.
- Process incoming applications from Spaceworks artists and provide orientations.
- Provide assistance to Spaceworks artists and conduct artist surveys.
- Manage the Spaceworks hotline and provide "on-call" availability to resolve issues as they happen.
- Photograph events and report to Spaceworks about artist activities.
- Assist with the development of social media and newsletter content.
- Assist with outreach and promotions.
- Assist with facilities management, equipment repairs and maintenance.

- Assist with planning and execution of special events.
- Other tasks as assigned.

Required Experience & Skills

- Experience working with the NYC arts community; Strong desire to serve artists of varying disciplines.
- BA or BFA in arts-related field.
- At least two years of customer service experience required; applicants should enjoy working with people.
- Demonstrated positive, self-directed work ethic.
- Strong written and verbal communication skills.
- PC and Mac proficient; specifically Microsoft Office Suite and content-management systems.
- Ability to lift and move heavy objects, such as studio equipment, chairs, tables, etc.
- Highly organized, outgoing, and able to think on your feet.
- Reliable transportation and ability to walk and travel throughout NYC.
- Sound/music equipment experience a plus.
- Stage/event management experience a plus.
- Networking/community-building experience a plus.

Schedule

This is a full-time position. Spaceworks will work with the selected candidate to mutually determine a schedule, with the following conditions:

- Weekend availability is essential; "on-call" availability to resolve issues as they happen.
- Anticipated start date: November 2014
- Schedule may vary occasionally so as to help provide a multi-facility presence across three Spaceworks projects.

How to Apply

Please prepare one PDF document containing your cover letter and resume and email it as an attachment to jobs@spaceworksnyc.org with "ARTIST SERVICES" as the subject. Due to the number of applicants only select candidates will be contacted to schedule an interview.