



Part-Time Artist in Residence Coordinator

About Akron Soul Train

Akron Soul Train is a nonprofit, artist-centered organization dedicated to supporting and promoting the creative spirit of visual, literary, and performance artists throughout our region. We provide a platform where artists of all disciplines can explore, experiment, and push the boundaries of their artistic practice. Through our residency program, artists gain access to financial support, mentorship, and valuable community partnerships, empowering them to embark on new creative ventures or refine ongoing projects. Designed as a research and development opportunity, our residency allows artists to work from their home studios while contributing to Akron's dynamic cultural scene through exhibitions, performances, and community programs. Our commitment to fostering Akron as a hub for creativity, curiosity, and meaningful conversations is at the core of everything we do.

Position Details:

- Part-time, 20-24 hours (4 day work week)
- Hybrid (1 day work from home / 3 days in person)
- Occasional evenings and weekends for events
- Reports to: Executive Director
- \$16/hour

Position Overview:

The Artist in Residence (AIR) Coordinator is responsible for managing all aspects of Akron Soul Train's community programming and exhibitions tied to the artist residency program. This includes overseeing daily gallery operations, providing support to resident artists, assisting with exhibition installation, and leading community engagement initiatives. The AIR Coordinator plays a key role in ensuring the smooth operation of both the gallery and the residency, fostering meaningful connections between artists and the community. The ideal candidate will be passionate about the arts, highly organized, detail-oriented, and proficient in both written and verbal communication. They should be enthusiastic about working with a flexible, small team dedicated to fostering diversity, equity, and inclusion.

Key Responsibilities:

- Serve as the main point of contact for resident artists, providing guidance and logistical support throughout their residency
- Conduct virtual or in-person studio visits to ensure artists are on track with proposals

- Collaborate with artists to support exhibition installation, layout design, and event planning for public presentations of their work
- Meet bi-monthly to discuss upcoming programs and community partnerships with AST Executive Director
- Assist in the promotion of exhibitions and events through social media, newsletters, and other communication platforms
- Coordinate and manage community programming tied to the residency program, fostering engagement between artists and the public
- Ensure the gallery is properly maintained and that exhibits are prepared for visitors, maintaining high standards for presentation and accessibility
- Work with Akron Soul Train staff to develop new programming initiatives and partnerships that enhance the residency and gallery experience

Additional responsibilities include, but are not limited to:

- Research national trends in art, arts organizations, and artist residency programs
- Maintain database, particularly for artists in residence and event attendees
- Assist volunteers and interns and identify volunteer opportunities for programming

A successful candidate will:

- Have the ability to work independently and collaboratively with artists, staff, and community partners
- Have a proactive, problem-solving mindset, able to navigate challenges and maintain smooth gallery and residency operations
- Be adaptable and flexible, capable of adjusting to the changing needs of artists and the program
- Show initiative in developing and enhancing community programs, creating opportunities for meaningful engagement between artists and the public
- Emphasize clear, thoughtful communication while demonstrating care, empathy, and understanding when working with a diverse group of artists and stakeholders
- Be open to and willing to engage in meaningful conversations about ideas that challenge or provoke thought, fostering a culture of curiosity and dialogue
- Work well in an intimate, fast-paced, and collaborative team environment
- Be highly organized and detail-oriented, with the ability to manage multiple tasks and projects simultaneously
- Be knowledgeable about and invested in the arts in Akron, OH – understand and commit to Akron Soul Train’s mission

Qualifications:

- Previous experience in gallery management, arts administration, or program coordination is preferred
- Proficiency in Google Office Suite and donor management software (experience with platforms like Monkeypod, Square, Wix, Meta Business Suite, and Bloomerang is a plus)

- Experience in or knowledge of nonprofit visual or performance organizations is a plus
- Bachelor's Degree or equivalent experience

For consideration, please submit a resume (with references) and cover letter in one PDF file entitled "FirstName LastName" to pita@akronsoultrain.org. Please use the subject line "Part-Time Fundraising and Development Assistant" Applications are due by December 2, 2024. We will conduct interviews through December, with the position starting in early January 2025.