

Open Position: Summer 2021 Arts Residency Coordinator (Part Time/Temporary)

SMUSH Gallery

About the Summer 2021 Arts Residency Program:

This residency program offers artists of all disciplines space for studio work, rehearsal, performance, and exhibition in our beautiful storefront art space. Artists receive access to the space in select weeks throughout July and August, plus use of gallery equipment and publicity support. Non-profit and independent artists and organizations are especially encouraged to apply. This program will be run in line with our Mission, Vision, and Anti-Racism and Equity Commitments, available at smushgallery.com/about-contact. Please see information about last year's residencies [here](#).

Responsibilities:

- Manage clear, consistent, and warm communication with residency artists from late spring - late summer
- Provide on-site orientations to each residency artist (default is 10:30a on the Monday of each residency) and be on-call for space-related issues throughout each residency period, including providing access for artists as needed
- Attend and document public residency events
- Maintain the gallery space (cleaning, minor repairs) between residencies
- Check the mail
- Communicate issues and updates to owner/artistic director

Ideal candidates will:

- Be thorough and attentive to detail in written and verbal communication, and fastidious about maintaining space
- Be adept with basic technology and Google drive
- Approach responsibilities proactively and with solutions in mind
- Have an understanding of artist/residency needs
- Be enthusiastic about growing and supporting our diverse and multidisciplinary arts community here in Jersey City
- Must be able to lift and lower our security gate, be comfortable working on a ladder, be able to move furniture, and be comfortable bending/kneeling to floor level
- Benefit from a week of residency time for their own creative/community work
- Candidates must be local to Jersey City/surrounding area and able to be on-site a few times a week from July 4 - August 31, 2021

Compensation:

- \$500 stipend
- Free week of summer residency (\$550 value) between July 4-August 31

SMUSH Gallery is located at 340 Summit Ave, Jersey City, NJ 07306. It is accessible by PATH train (Journal Square), and street parking is available.

Please send a cover letter and resume to hello@smushgallery.com. Applications will be accepted until the position is filled.

Thank you!