

Waterloo Arts seeks a Gallery and Residency Manager for immediate hire. The Manager will work closely with Executive Director Amy Callahan to develop a resident artist program and gallery schedule and programming. The Manager will be responsible for developing a timeline and process for engaging resident artists and booking them in available studios and in the gallery for exhibitions. They will be responsible for devising a funding strategy to support the long-term sustainability of the residency program and gallery space. They will be tasked with restructuring the working process of the Waterloo Arts Gallery Committee to vet residency and exhibition proposals.

This position will be paid at a rate of \$20/hr and encompasses 10 hours/week.

Candidates who apply should:

- Have 2+ yrs experience working in programming at arts or community-based nonprofits, or as gallery coordinators
- Have studio art experience, openly defined
- Be proficient in Adobe and Google Suite
- Be a proactive communicator
- Be able to work independently, with regular check-ins with the Executive Director

The Manager's responsibilities will include:

- Set Residency program goals and develop strategy to meet them
- Facilitate meetings with the Gallery Committee to vet residency and exhibition proposals
- Craft marketing content for residency and exhibition open calls, exhibition announcements, artist spotlights, and relevant events
- Supervise the install and deinstall of exhibitions, with hired support
- Liaise with resident artists and exhibiting artists
- Research and develop applications for funding opportunities
- Be a part of the Collinwood community to learn about relevant issues that could inform the direction of the Residency program and exhibition schedule

To apply, send the following materials to info@waterlooarts.org by **January 22** at 5PM EST.

- 1-2 page cover letter
- Resume
- Writing sample: up to 5 pages double-spaced (DOC or PDF, can be excerpt) of curatorial statement, academic paper, article, artist statement, grant report or application, or equivalent form
- Optional: examples of artistic work - up to 5 JPGS (5MB or less per file) and/or link to portfolio.

Waterloo Arts is a community arts nonprofit based in the North Collinwood neighborhood of Cleveland, whose mission is to enrich the neighborhood culturally and economically by creating a stimulating arts environment through quality exhibits, performances, special events, and educational programming for people of all ages.