



JOB OFFER

Position: GlogauAIR Residency Program Coordinator

Reporting Supervisor: Director of La Memoria/ GlogauAIR

Work Week: 35 hours Tuesday to Saturday, some evening and weekend responsibilities

GlogauAIR is seeking applicants for a Residency Program Coordinator position for GlogauAIR gGmbH, a non-profit organization founded in 2006 by the Spanish artist Chema Alvargonzález, with the intention to create a meeting point between artists from all disciplines to work in collaboration, expanding their practice in terms of concepts and formats.

About GlogauAIR

GlogauAIR functions as a program for artists in residency where artists can develop and produce their projects. Artists from all artistic disciplines (installation, video, film, sculpture, creative writing, architecture, electronic music, painting, drawing, performance, photography, etc.) are invited to apply with a project for a residency for three or six months. Open calls for application are scheduled four times a year. The building offers two floors with five studios on each, making 10 the maximum number of residents at any one time.

GlogauAIR Artist-in-Residence Program provides not only with a studio but also with the appropriate conditions for the artists to focus on research, experimentation and further development of their projects. Residencies at GlogauAIR provides artists with the time, inputs and connections with Berlin's art scene, through advisory and meetings with other artists, critics, and curators.

Parallel to the Residency Program and the open studios GlogauAIR organizes activities and exchange projects in collaboration with other art institutions, universities, and research centers.

DESCRIPTION POSITION

ESSENTIAL FUNCTIONS

Represent GlogauAIR to the public, organizing partners, and collaborators. Serve as primary point of contact for the program and coordinate team members.

DUTIES INCLUDE:

ORGANIZING DAILY FUNCTIONS

RESIDENT SERVICES (Coordination and Organisation of exhibitions, projects, and artists.)

- Liaison with resident selection advisory committee
- Coordinate and assemble resident welcome packages
- Primary point of contact for residents and program-related needs
- Coordinate local team to provide activities to resident + community partners project/program plans
- Develop curatorial line for exhibition and activity program
- Coordination and management of the artist and activity calendar

FACILITIES

- Primary point of contact for residents and housing-related needs
- Facilitate residence turnover
- Report facilities emergencies

DATA + DOCUMENTATION

- Establish and maintain archive of resident projects
- Coordinate outside documentation where necessary
- Collect program feedback from residents
- Track attendance at GlogauAIR events and during open studios and hours

MARKETING + COMMUNICATIONS (Management of social media, PR and Press releases.)

- Initial point of contact for media inquiries
- Engage and maintain relationships with community collaborators
- Implement branding accurately and consistently across various print and digital formats
- Originate and administer residency specific digital newsletter
- Set up and manage social media presence in accordance with La Memoria and GlogauAIR brand and communications
- Coordinate all digital content
- Generate press releases for public events
- Facilitate press relations where necessary
- Post calls for applications four times a year

WEBSITE

- Maintain and update GlogauAIR website
- Generate, collect, and publish original content

DEVELOPMENT

- Assist Directors with fundraising and grant writing

QUALIFICATIONS

- Bachelor's degree in an applicable field
- 2-3 years related experience in arts administration or arts programming
- Comfortable utilizing software programs related to office tasks, work with images and content for the web
- Work collaboratively; build and maintain relationships with resident artists and community partners
- Excellent oral and written communication in English and good level of German
- Ability to work independently and multitask
- Resident in Berlin

WORK ENVIRONMENT

Work schedule flexibility is critical; will need to work evenings and weekends.

Send a cover letter indicating salary expectations, resumes, and references to GlogauAIR

Email materials to: sally.rivera@glogauair.net

Please include the following subject line **"GlogauAIR Program Coordinator."**

Deadline: July 13th, 2018

Sally Rivera Bernal
Geschäftsführerin