



The Laundromat Project is seeking an Artist Engagement Manager!

The Laundromat Project (The LP) is seeking a purpose-driven creative thinker and team builder for the full-time position of Artist Engagement Manager. This individual will be responsible for developing and implementing different engagement activities, including designing curricula and facilitating training for our artist development program for current artists and alumni as well as building a robust alumni engagement program

We are seeking an individual who wants to join a dynamic and diverse team working at the intersection of art, community, and social change. Everyday, our small but mighty team bands together to create welcoming spaces for creative exploration and cross-pollinating ideas while resourcing our neighbors to be positive forces for change in their communities.

About The Laundromat Project

The Laundromat Project advances artists and neighbors as change agents in their own communities. We envision a world in which artists and neighbors in communities of color work together to unleash the power of creativity to transform their lives and surroundings. We make sustained investments in a community of multiracial, multigenerational, and multidisciplinary artists and neighbors committed to societal change by supporting their artmaking, community building, and leadership development.

Since 2005, we have directly invested nearly \$850,000 in over 160 multiracial, multigenerational, and multidisciplinary artists, 67 innovative public art projects, 3 diverse anchor neighbors, and 1 creative community hub while engaging over 38,000 New Yorkers. This is an especially exciting time to join our team as we implement a new strategic plan focused on knowledge building, accountable collaboration, and catalyzing networks for higher impact.

The LP values and centers the voices, cultures, imaginations, knowledge, and leadership of people of color in all of our work and operations.

To learn more about The LP, please visit: laundromatproject.org

Artist Engagement Manager

The Artist Engagement Manager will be tasked with refining and developing strategies and initiatives to invest more deeply in growing, training, resourcing, showcasing, and convening socially-engaged arts communities, including LP alumni artists. In collaborative partnership with the Director of Programs & Community Engagement, this person will manage long term goals for the full artist development suite of programs, including our flagship Create Change program and its vast alumni network. The Artist Engagement Manager, would work closely with the Programs team to support the integration of the Create Change alumni network into the fabric of other program areas such as the Kelly Street Collaborative space in the South Bronx, among other program initiatives.

Main Responsibilities include but not limited to:

- **Strategic thinking, planning, and project management**
 - Strategic thinking, planning, and implementation (turns vision into practice) of the growth trajectory of existing and new programs, especially those for alumni, including trainings and events.

MAKE ART

**BUILD
COMMUNITY**

**CREATE
CHANGE**

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- Plan, refine, and oversee schedule and logistics of the Create Change Artist in Residency and Fellowship Program, from the selection process to the workshop training series.
- Work with consultants to provide different services to artists, such as workshop leaders, events coordination, and planning.
- Oversee program budgets.
- **Design curricula and evaluation**
 - Evaluate current curriculum for opportunities for enhancement in relationship to artist development, alumni engagement, and deepened impact in the context of LP goals and values.
 - Oversee effective participation in the use of established systems to administer programs and track data including evaluations.
- **Facilitation and coaching**
 - Develop, plan, and facilitate trainings and programs to nurture the LP artist alumni network and the greater arts field.
 - In collaboration with the Director of Programs & Community Engagement provide artists with individual project and professional development support towards building a robust community of practice.

General Activities

- Manage direct reports, interns, and volunteers.
- Provide departmental support for operational, management, and administrative activities, including deliverables for operational plans, budgets, grant proposals, marketing, etc.
- Helping with fundraising and community-building events;
- Preparing materials for programs; and
- Joining in advocacy and outreach events

Qualifications

The ideal candidate possesses the following experiences, skills, and qualities:

- Bachelor's degree or equivalent experience in and knowledge of creative and cultural strategies .
- Five years work experience, project management, facilitation, and/or equivalent experience.
- Strong interest in contemporary artists, art practices, and/or arts organizations and belief in the power of the arts to transform individuals and communities.
- Demonstrate willingness to approach the work through a racial and intersectional justice analysis and with a commitment to social justice.
- Familiarity with the principles, tactics, and strategies of cultural organizing.
- Ability to envision and design activities and programs that engage socially-engaged artists.
- Ability to take leadership on projects by working independently while also thriving in a collaborative environment as a member of a small team.
- Strong critical thinking skills, ability to find creative solutions and to be adaptable while working collaboratively with diverse artists, neighbors, partners, and audiences across sectors.
- High standards of organization, including attention to detail, reliability, professional, and personable attitude as well as an ability to maintain order and calm in a fast-paced, highly dynamic environment.
- Strong written, verbal, and interpersonal communication skills.
- Strong administrative capacity and demonstrated ability to systematize, prioritize, and balance workflow across competing tasks and projects, both immediate and long-term.

- Multilingual skills (Spanish, French) are a strong plus.
- Fluency in the Mac computer platform, Google Apps, Slack, Salesforce, Asana, are a strong plus.

Organizational Culture

The LP strives to be a positive, fulfilling, and healthy place to work by providing professional development opportunities, generous benefits, and a reasonable work schedule that allows staff to have greater wellbeing both in and outside of work. We are a POC-centered learning organization committed to working together as a staff to further our collective understanding around the many intersecting cultures, histories, and experiences that inform our work.

Compensation: The salary range is \$55-60k, commensurate with experience. We offer excellent benefits and vacation time, including health, dental & vision insurance, retirement matching, and a week off at year's end. In addition, the LP also provides professional development opportunities relevant to this position.

Additional Details

Anticipated Start Date: September/October 2018

Position: Full time, with some weekends and evenings required

Reports to: Director of Programs & Community Engagement

Office Location: Central Harlem, with an additional space in Longwood, South Bronx

Geographic Reach: Citywide with particular focus on Bed-Stuy, Harlem, and Hunts Point/Longwood

Application Process

To apply, email jobs@laundromatproject.org. In the subject line, please specify "Your First and Last Name – Artist Engagement Manager" and include the following:

- Cover letter outlining how your skills and experience meet the qualifications of the position
- Resume
- 1 writing sample of 2-4 pages in length about a program you developed/designed, please answer this question: How do you measure success?
- Entire application should be submitted as a single PDF.

Deadline: Priority will be given to applications received by August 20.

We cannot respond to all inquiries—only candidates for consideration will be contacted. We will not accept reference letters or phone calls.

The Laundromat Project is an equal opportunity employer. People of color, women, immigrants, LGBTQIA+ individuals, and others who may contribute to a rich diversity of perspectives and ideas are especially welcome and encouraged to apply.