POSITION DESCRIPTION

JOB TITLE: Artist Initiatives, Associate
GRADE/STATUS: Exempt
REPORTS TO: Director of Artist Initiatives
EFFECTIVE DATE: March 1, 2022

Position Summary
Creative Capital is a nonprofit 501(c)(3) organization which funds individual artists creating groundbreaking work in the visual arts, performing arts, film, literature, technology, socially engaged and multidisciplinary forms. The Artist Initiatives, Associate (Associate) will interface with and work closely with the Artist Initiatives team and across departments to support Creative Capital’s mission of serving artists and awardees, which include: Simone Leigh, Theaster Gates, Legacy Russell, Jesse Krimes, Taylor Mac, Becca Blackwell, Meng Jin, Ry Russo-Young, and more.

Reporting to the Director of Artist Initiatives, the Associate reflects Creative Capital’s commitment to resource, connect, and lift up artists who use their creative practices in bold and imaginative ways. The Associate is an integral part of the organization and provides mission critical administrative support for the annual Creative Capital Award program, Creative Capital-administered award cycles, and educational programs. The Associate will work closely with the Director of Artist Initiatives to implement all phases of the grant cycle - from applicant outreach and customer service to application review and award selection process. In addition, the Associate works closely with the DAI and Artist Initiatives team to provide support for Awardees and artists, including administration support for Awardee services and consultations, as well as educational programming.

Essential Duties and Responsibilities

Grantmaking and Artist Services

- Provides grant application customer service and facilitates communications with artists and organizational partners
- Supports the planning and production of info sessions, including researching hosts, partners, and venues, coordinates accessibility needs, and scheduling for in-person and online meetings (travel, if applicable)
- Coordinates work with reviewers and panelists including: communications, contracts and payments, and orientation meetings
- Assists with general awardee inquiries, requests, and communications including: awardee notification, awardee agreement processing, and awardee records maintenance
- Provides administration support to coordinating peer mentorship, advising, professional services, and consultation requests

Artist Education and Community Building

- Logistical Support for Educational Courses:
Facilitates course registration in partnership with the Development & Editorial departments
Partners with Admin department to process related guest speaker honorarium payments
Provides technical support for guest presentations
Liaises with partner organizations to coordinate the administration of course modules and guest sessions

- Provides event & operations support for the Annual Awardee Orientation, Retreat, and other regional artist events throughout the year, including:
  - technical support for presentations
  - travel and lodging (when applicable)
  - travel reimbursements and honorarium payments

Departmental Support
- Maintains scheduling, invitations, and tech for departmental meetings
- Supports the Artist Initiatives team and other departments as needed to execute special projects
- Other duties as assigned by the Director of Artist Initiatives

Qualifications, Knowledge, and Skills Required
- BA/BFA degree is required, MA/MFA degree is welcome
- Two or more years of relevant professional experience
- Highly collaborative and agile with proven ability to work with a variety of individuals and teams
- Exceptional interpersonal, verbal, and written communication skills in English
- Passion for contemporary art and its discourses
- Excellent organizational skills
- Meticulous attention to detail
- Demonstrated professionalism and customer service skills
- High proficiency in Google platforms (Docs, Forms, Sheets) along with Microsoft Office (Word, Excel), Salesforce, Zoom, Mailchimp, and Canvas
- Commitment to diversity, equity, inclusion and access in all our programs, partnerships, and development efforts

The position is full-time (40 hours/week with occasional travel and special events). Ideally, candidates are based in or near Creative Capital’s offices in New York City. Includes generous paid time off and benefits. Salary commensurate with experience; range $50K - $60K annually.

TO APPLY: Please submit your cover letter and resume/CV as one PDF to jobs@creative-capital.org with the subject line “AI Associate – [SURNAME].” No phone calls, please. Position open until filled.
ORGANIZATION

Creative Capital is a nonprofit organization whose mission is to fund artists in the creation of groundbreaking new work, to amplify the impact of their work, and to foster sustainable artistic careers. Founded in 1999, Creative Capital pioneered a transformative grant-making model that marries direct funding to individual artists with infrastructure and scaffolding support. Our pioneering efforts have impacted not just artists, but the arts ecosystem as a whole. The Creative Capital model of philanthropy has inspired countless other nonprofits investing in the long-term, sustainable careers of artists. More than 75% of our recent awardees are Black, Indigenous, Latinx, Asian, or artists of color representing a wide range of age groups, artistic disciplines, and regions. Our awardees have received prestigious honors and other accolades, including: 127 Guggenheim Fellowships, 19 MacArthur “Genius” Fellowships, 3 Academy Awards and 13 nominations, and 1 Booker Prize. [www.creative-capital.org](http://www.creative-capital.org)

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.