



JOB POSTING

Artist Initiatives Associate

Creative Capital, a national, nonprofit organization supporting individual artists creating innovative new works seeks a detail-oriented, collaborative, outgoing, and resourceful Artist Initiatives Associate. The Artist Initiatives Associate works closely with the Artist Initiatives team and across departments to support Creative Capital's mission of serving artists. Reporting to the Artist Initiatives Senior Manager, the Artist Initiatives Associate reflects Creative Capital's commitment to resource, connect, and elevate artists who use their creative practices in bold and imaginative ways. The Associate is an integral ambassador to the arts community and artist liaison. This role provides mission critical administrative support for the professional development programs, the grant programs, artist services, and artist gatherings.

The Artist Initiatives Associate works closely with the Artist Initiatives team and across departments to support Creative Capital's mission of serving artists who work in the visual arts, dance, theater, music/jazz, film, literature, technology, and multidisciplinary and socially engaged forms. Reporting to the Artist Initiatives Senior Manager, the Artist Initiatives Associate reflects Creative Capital's commitment to resource, connect, and elevate artists who use their creative practices in bold and imaginative ways. The Associate is an integral ambassador to the arts community and artist liaison. This role provides mission critical administrative support for Artist Lab, an online professional development program for artists, the grant programs, artist services, and artist gatherings.

Responsibilities

Creative Capital Artist Lab

- Ambassador for Artist Lab, including outreach, communications, and research efforts to grow artist participation and institutional memberships.
- Provides customer service support for Artist Lab, Creative Capital's expert-led, free online professional development program, including: responding to artist inquiries and technical assistance, event registration, guest speaker payment.
- Provides logistical support for both online and in-person public events, including: Zoom coordination, access and translation staffing, and video recordings.
- Provides administrative support for Canvas, the online learning platform for Artist Lab courses.

Artist Services

- Maintains up-to-date grantee records including contact records, biographical information, project information in the Salesforce database, and responds to awardee requests.
- Provides awardee customer service and communications, including response to general awardee inquiries and trouble-shooting Awardee Hub issues.
- Coordinates and provides administrative support for artist service requests via the Awardee Hub including, but not limited to: professional consultations, strategic advising, and alumni connections.
- Coordinates with artist service consultants including: communications, and payments

- Assists with the award cycle as needed including: supporting event logistics for online and in-person public information sessions.
- Tracks grantee feedback
- Supports the Artist Initiatives team and other departments as needed to execute special projects.

Community Building

- Provides event & operations support for the Awardee Orientation, grantee convenings, and other regional artist events throughout the year (virtual and in-person)
- Research and updates contact information for Artist Initiatives industry contact lists, and coordinates invites and attendance
- Other duties as assigned by the Director of Artist Initiatives

Qualifications, Knowledge, & Skills Required

- BA/BFA degree is required, advanced degrees are welcome
- Two or more years of relevant professional experience
- Exceptional interpersonal, verbal, and written communication skills
- Passion for artists, contemporary visual arts, dance, theater, music, film, and literature
- Excellent organizational skills
- Meticulous attention to detail
- Demonstrated customer service skills
- High proficiency in Google platforms (Docs, Forms, Sheets) along with Microsoft Office (Word, Excel), Salesforce, Canvas, Photoshop, InDesign

The position is full-time, in-person in the NYC office five days a week during normal business hours with occasional weekends and evenings as needed, exempt. Travel may be required. Candidates must be based in the New York City area. Includes generous paid time off and benefits.

Salary range: \$55,000 to \$60,000 commensurate with experience. Excellent medical, dental, life, disability, and 401K benefits plan. Our staff also has generous vacation, sick leave, and personal days, and a collegial and collaborative work environment.

TO APPLY: Email cover letter and resume with subject line “Artist Initiatives Associate” - [SURNAME]” to jobs@creative-capital.org. **Application deadline: May 1, 2026**

.Anticipated start date: May 2026. No phone calls, please.

ABOUT CREATIVE CAPITAL

Creative Capital uplifts risk-taking, underinvested artists with unrestricted project grants, professional development, and community-building services to advance freedom of expression and to foster sustainable careers. Creative Capital Awards are made via a democratic, national open call process.

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.