



**Title:** Artist-In-Residence Project Manager

**Report to:** Chief Curator and Curator

**Status:** Part Time; Grant Based, 1 Year

## **ABOUT EL MUSEO DEL BARRIO**

El Museo del Barrio, founded by a coalition of Puerto Rican educators, artists, and activists, is the nation's leading Latino and Latin American cultural institution. The Museum welcomes visitors of all backgrounds to discover the artistic landscape of these communities through its extensive Permanent Collection, varied exhibitions and publications, bilingual public programs, educational activities, festivals, and special events.

## **ABOUT MOIA**

The Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities. The work of MOIA is, at its heart, about inclusion – providing supports to immigrant New Yorkers, connecting immigrants to City services and resources, and advocating for all immigrant New Yorkers, creating a safe, welcoming, and open community for all who live here, regardless of immigration status. Over the last five years, MOIA has collaborated with community-based organizations, cultural institutions, and art producers, to leverage art and culture as a medium for reaching and empowering immigrant communities. Partnerships include Artist in Public Residencies, theatrical productions, podcast episode development, multi-discipline festivals and pop-up engagements. These activations have allowed us to deeply work with undocumented Spanish speaking Mothers in Corona, Queens; with English Language Learners and DACE/Dreamer youth; LGBTQIA+ community members across the City, Arabic speaking women and children in Brooklyn, and many others. MOIA is committed to continuing to employ artistic and cultural tools to further engage and deepen our agency's relationship with immigrant communities – equipping communities with knowledge about the rights they are entitled to and empowering them to make informed decisions that will positively influence their lives.

## **SCOPE AND PURPOSE OF ROLE**

The Artist-in-Residence Project Manager is responsible for acting as the project leader between artists, community organizations, and professionals towards the realization of the NEA Our Town Artist in Residence, a partnership between El Museo del Barrio and the Mayor's Office of Immigration Affairs (MOIA).

This project has been designed to provide artists with the opportunity to bring their creative skill sets to community organizations that focus on providing services to immigrant communities who speak indigenous/endangered languages. The incumbent is responsible for the supervision and execution of schedules, workplans and other production tasks, working closely together with curators, artists, selection panels and organizers to create an innovative, impactful, and service-oriented output.



## **RESPONSIBILITIES**

### **Administration, development responsibilities, and other related duties:**

- Oversees the realization of the project, with a focus towards achieving the highest artistic ambition and community outreach.
- Organizes open call and jury selection process for identifying Artists-in-Residence.
- Serves as manager for all aspects of the production and maintenance of Artist-in-Residence, including coordination with outside collaborators.
- Collaborates with the Education and Public Program Department.
- Collaborates with program manager at the Mayor's Office of Immigrant Affairs.
- Produces and supervises correspondence, work tasks, contracts, press and educational materials, project budgets, development narratives and reports, and other documentation.
- Oversees projects, budgets, and timelines related to Artist-in-Residence-based activities.

### **Other Related Duties:**

- Supervision of volunteers, interns, and professional contract workers as necessary to execute many of the tasks described herein.
- Assist in defining and developing institutional goals and other needs related to the Artist-in-Residence, its successful execution, promotion, and reporting.
- Other tasks as assigned and agreed upon by employee and supervisor.

## **QUALIFICATIONS**

- Master's Degree or equivalent professional experience relevant in the field.
- Knowledge of El Museo del Barrio's mission and history
- 3 to 5 years of curatorial or museum experience
- 3 to 5 year project management experience
- Spanish/English bilingual skills (other languages welcome but not required).
- Fluency in various computer Microsoft Office especially Excel, and One Drive
- Excellent oral, written, and interpersonal skills.
- Ability to manage simultaneous priorities.
- Ability to work well with various constituencies, and supervise volunteers, interns, professional contract workers, and others.

## **Application Instructions**

Please send a cover letter, resume, to [jobs@elmuseo.org](mailto:jobs@elmuseo.org), with Artist-in-Residence Project Manager in the subject line. No phone calls, please.



*El Museo values diversity in backgrounds and in experiences. El Museo's commitment to a diverse workforce has been a key to our success. In accordance with that commitment, El Museo provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, predisposing genetic information, gender identity and/or expression, military, or veteran status in accordance with applicable federal, state and/or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.*