

MACLA/Movimiento de Arte y Cultura Latino Americana **Visual Arts Engagement Coordinator**

Visual Arts Engagement Coordinator – MACLA/Movimiento de Arte y Cultura Latino Americana seeks a collaborative and enthusiastic *Visual Arts Engagement Coordinator* who is interested in uplifting the work of contemporary Chicana/Latina visual artists as a strategy for broader community engagement.

MACLA/Movimiento de Arte y Cultura Latino Americana is an inclusive contemporary arts space grounded in the Chicano/Latino experience that incubates new visual, literary, and performance art in order to engage people in civic dialogue and community transformation.

Position Description:

The *Visual Arts Engagement Coordinator* works to present artistically excellent and relevant programs that represent the best in contemporary Latino art and are accessible to a broad public, aligned with MACLA's mission and strategic priorities. This full-time position is perfect for someone who understands the transformative aspect of the visual arts, community engagement and creating a space for artists to help shape the critical conversations of our times. MACLA's programs create opportunities to present relevant work grounded in the broader Latino diaspora that also provides a participatory experience for audience members.

We are looking for an enthusiastic arts administrator who is able to "get" MACLA and its niche in the arts ecology. The ideal candidate is highly organized, has an entrepreneurial mindset along with experience in the visual arts, and looks to improve existing systems for increased effectiveness. You enjoy both the creative and the administrative aspect of program development, work collaboratively with staff, artists and the general public and understand the importance of supporting the next generation through meaningful internship opportunities.

Visual Arts Engagement Coordinator will:

- Serve as lead staff person for MACLA's visual arts programs, curate exhibitions and public programs.
- Supervise preparator (contractor) & paid curatorial interns; support their role in exhibition design and exhibition installation.
- Serve as the point of contact for artists.
- Coordinate the exhibition participatory activity.
- Write the curatorial text for publicity, announcements, and brochures in clear and concise language.
- Prepare, coordinate and implement all logistics for artists; including contracts, condition reports, payments, travel and hotel accommodations.
- Coordinate and maintain program documentation and archives.
- Research program themes, potential artists and program schedule to implement MACLA's mission and strategic priorities.
- Maintain the visual arts program season schedules and exhibition timelines.
- Oversee all visual arts program logistics from concept to post-production evaluation.
- Organize educational events, public outreach strategies and exhibition tours.
- Serve as lead for offsite curatorial opportunities.
- Coordinate program logistics for MACLA's Annual Latino Art Auction (i.e. contacting artists, artwork, documentation, etc.).
- Develop and monitor program budgets.
- Research and implement revenue generating classes, including paid workshops.
- Assist with MACLA's social media outlets on a rotation schedule. Includes but not limited to Twitter, Facebook, Instagram, Periscope, and YouTube, etc.
- Support other MACLA programs as needed.

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Visual Arts Engagement Coordinator

Intern/Volunteer Coordination

- Coordinate intern and volunteer outreach, serve as point of contact for interns and assign to organizational leads, send a monthly calendar with volunteer opportunities.

Overall MACLA

- Support MACLA's fund development goals, including grant development and reporting, program previews and donor cultivation events.
- Participate in key organizational meetings, such as strategic planning, facility planning and Board meetings as needed.
- Attend meetings, conferences and peer learning networks on MACLA's behalf.
- Assist with other programs and projects as needed.

Qualifications:

- A bachelor's degree in one of the following areas of study: visual arts, spatial arts, Chicana/o studies, Latin American studies, curatorial, cultural studies, visual culture, art history, etc. or a related field
- At least two years of professional experience
- A professional and resourceful style; the ability to work independently and as a team player, open to feedback
- Good follow-through on tasks, ability to handle multiple responsibilities & set priorities
- Top-notch writing, editing & proofreading skills along with excellent oral communication skills. Bilingual (Spanish/English) a plus.
- Strong computer skills; proficiency in Microsoft Office Suite, Salesforce, and social media
- Valid CA Driver's License and access to a vehicle
- Ability to lift 50lbs. at a minimum
- Deep passion and commitment to advance contemporary Latino art and culture
- Willing to learn and understand organizational culture of MACLA and to focus on strengths
- Good-natured, flexible and the ability to work under pressure
- Have a growth-mindset and interested in personal/professional development

The **Visual Arts Engagement Coordinator** is a full-time non-exempt position that reports to the Director of Operations and will work collaboratively with all staff members.

Compensation:

The annual salary for the *Visual Arts Engagement Coordinator* is \$40K-\$48K depending on experience. MACLA offers a competitive benefits package which includes medical (Kaiser Permanente), dental (Blue Shield), paid holidays, vacation, and sick time, along with professional development resources.

To apply, send the following to HR@maclaarte.org with Visual Arts Engagement Coordinator in the subject line

- Cover Letter (specifically state how your experience and skills relate to the position)
- Résumé
- Writing sample: propose a one-paragraph exhibition concept

Application deadline: Until position is filled

Due to the high volume of interest, regrettably, we cannot respond to individual applicants. If you are selected as a potential candidate, MACLA will contact you to schedule an interview. No phone calls, please.