

**THE BROOKLYN WATERFRONT ARTISTS COALITION, INC.**  
*a not for profit 501(c)3 organization of, for & about artists*

**JOB DESCRIPTION - ARTS ADMINISTRATOR**

**General Overview:**

BWAC (“bee wack”) is Brooklyn’s largest not-for-profit artist-run organization commanding 25,000 square feet of exhibition space, strategically located in a grand 1868 warehouse on the Red Hook shore. BWAC is 40 years old this year, a feat which speaks eloquently of its many members’ dedication to bringing the creative arts to the attention of a vast local, regional and national public.

**General Information:**

This is a salaried position.

Projected starting date: September 1

Please respond digitally ONLY with your resume to:

**Fritz Weiss at [fritz7730@gmail.com](mailto:fritz7730@gmail.com)**

**General Requirements:**

Our Arts Administrator must have working experience in a non-profit organization, preferably in a museum or gallery. Heavy experience herding cats could take the place of that if other skills are top notch. References are required.

BWAC is an artist-run coalition, which differs vastly in attitude, if not in structure, from other corporations. In general, while being a self-starter is important and encouraged in the context of a sole-employee office, a commitment to supportive team play is paramount to effectively gaining the cooperation of the many artist-volunteers in BWAC.

The administrator will be in contact with hundreds of artists annually; each artist is either a guest in a show, or a member artist working their required membership hours. Having an appreciation of art and the unique artistic personality will be helpful to enjoying this position, as a cheerful, welcoming office environment is essential to supporting BWAC’s creative mission.

**Required Skills:**

- Enjoys working alone, in loose collaboration with a volunteer management
- Excellent communication skills, pleasant demeanor
- Affinity for details, follow-up and reporting
- Display organization and time management prioritization skills
- Familiar with computer software: Microsoft Office Suite, Adobe Suite, WordPress, QuickBooks,
- Willingness to learn Access Database, and art entry databases.

## **General procedure:**

### **Working Conditions - In Season and Off Season:**

Weather conditions dictate our Exhibition season, which runs from mid-March to Mid-November. That spread allows for either two (2) long, or three (3) shorter blocks of Exhibition time. During the "In Season" months, the administrator will work on-site. Just prior to Exhibition Openings, a 40 hour week is usually required. During the "Off Season", from mid-Dec to Mid-March, the administrator usually works from home, except for computer updating at the pier and other off-site meetings. Winter season calendars discrete tasks that may require fewer hours weekly.

### **BWAC Management:**

The Officers of the Board of Directors will direct tasks to be undertaken by the administrator. There are committee chairs who form a second tier of management, and who will collaborate with the administrator according to the Exhibition seasons and what particular shows may need.

### **Arts Administrator Position entails seasonal/occasional responsibility for:**

#### **Office Management:**

- Keep computer files of the organization orderly and accessible by the Officers of the BOD;
- Respond to general mail and email, including purchasing supplies and redirecting bills and checks, as directed by the appropriately informed parties;
- Supervise vendors and deliveries to the pier, where applicable.

#### **Personnel Management:**

- Collaborate with member volunteers to mount their exhibitions, which sometimes include scheduling and delegating responsibilities for various jobs;
- Collaborate with Officers and Show Chairs to implement solutions to problems that arise with volunteers in the performance of their duties in the areas of:
  - Volunteer task coordination
  - Facility issues, site prep for exhibitions
  - Supporting curators and show chairs exhibition requirements

- Publicity and social media promotion
- Weekend event programming

Administration, collaboratively with President:

- Assemble notes and send electronic member e-news as directed (weekly in season);
- Provide support papers for Board meetings, Member meetings and Special Events;
- Provide support for Fundraising communications;
- Work with the Board committee(s) tasked with researching, drafting, image sourcing, writing, updating, submitting/ mailing grant proposals and other necessary digital and written documentation, reports and mailings, and
- Coordinate documents to support publicity volunteers: print and social media