

Position Title: AIM Program Coordinator

Status: Part-time (Includes some evenings and weekends)

Reports To: AIM Manager

Mission

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences to the urban experience through its permanent collection, special exhibitions, and education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum of the Arts has prioritized serving the underserved communities in which it was founded. Always free and open to the public—so there are no barriers to access—The Bronx Museums' programming expresses its tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

General Summary

The Bronx Museum of the Arts seeks an AIM Program Assistant to provide administrative and event support across all AIM-related programming. The Program Assistant works closely with the AIM and Residency Programs manager and Bronx Museum staff to provide administrative, technical, and ground support to artists in residence at The Block, AIM fellows at the Bronx Museum, and as well as visitors to The Block Gallery. The Program Assistant will be a key team member overseeing programmatic offerings, and related public events, developed and/or facilitated by the Bronx Museum to support AIM artists and programming.

Overall Responsibilities

- Support the day-to-day administration of the AIM program and the Block Gallery, greeting visitors and responding to artist needs and general inquiries.
- Assist with logistics of AIM program events, including Open Studios at The Block, The Block lecture series, and other related programming; tasks may include registration/check-in, program materials, technical arrangements (A/V), documentation, catering.
- Lead the promotion and marketing of AIM programming via print and social media; ensure documentation and organization of all programming.
- Coordinate logistics of AIM professional development activities including workshops, studio visits, and seminars, as needed

Required Skills/Qualifications

- Sophisticated project management and communication skills and ability to meet deadlines while maintaining high quality work and attention to details.
- Ability to self-prioritize tasks on a daily basis and follow through on department protocols.
- Highly motivated, detail-oriented, ability to work independently and coordinate multiple projects simultaneously.
- Exceptional communication, writing and editorial skills personable and diplomatic in working with diverse constituencies.
- Knowledge of MS Office (e.g. Outlook, Excel, and Word) and Gaggle platforms.



- High level graphic design skills with knowledge of design and editing software including Adobe Creative Suite, iMovie, and social media platforms
- Comfortable with, and knowledge of, various technical equipment, recording devices, and exhibition hardware (projectors, video monitors, cameras, drills, mounting hardware, etc.)
- Strong knowledge of and passion for contemporary art
- BFA/BA degree in arts-related and communication studies and/or similar demonstrable experience.

This is a part-time, grant-funded position, approximately 16 hours per week, through June 30, 2020. Applicants must be available to work some evenings and weekends.

To Apply

Please email resume, cover letter to: humanresources@bronxmuseum.org and include "AIM Assistant" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails.

The Bronx Museum of the Arts is an equal opportunity employer.