Project Coordinator Position
Weisman Art Museum

Reports to: Boris Oicherman, Curator for Creative Collaboration
Compensation: $20/hr
Hours: up to 8 hrs/week (exact amount will be determined according to the project needs)
Work Period: February – June 2022

This position works with the Curator for Creative Collaboration and the program staff at WAM, and with the office of the Director of Arts, Culture and the Creative Economy at the City of Minneapolis, to assist with research and production for the Folk Arts Exchange program between the cities of Minneapolis and Cuernavaca.

Responsibilities include:
● Conducting preliminary research for the project, including survey of materials, locating and establishing contacts with local partners and artists
● Facilitating verbal and written communication in Spanish between the project leaders and participants in the US and Mexico
● Assisting in developing programs in the museum and in communities, including communication with community spaces
● Assisting in developing collaborative artist residency for the Mexican artists in the Twin Cities, including researching and communicating with local artists and artist collectives
● Facilitating coordination between the project constituents at WAM, the City of Minneapolis, in Cuernavaca and the communities.

The Project Coordinator will serve as the point person for the project. Additional responsibilities include assisting in development/writing of other interpretive materials, special events, and arts/design learning activities. This person will also be responsible for some office tasks such as placing orders for materials, documenting programs and partnerships, and transcribing materials for exhibitions and videos.

Qualifications:

Applicants must be a creative person with well-developed organization, communication and interpersonal skills. Fluency in Spanish language is required. There are no degree or prior work experience requirements.

Application Instructions:
Please send your 1-page letter of application describing why you are interested in this position to Boris Oicherman, boris@umn.edu.