

CHARLOTTE STREET FOUNDATION IS SEEKING QUALIFIED, MOTIVATED, CREATIVE, DETAIL-ORIENTED, ADAPTABLE, RESPONSIBLE APPLICANTS FOR THE FOLLOWING POSITION:

PREPARATOR/FACILITIES MANAGER

Description: Charlotte Street Foundation (CSF) is a dynamic, nationally leading non-profit arts organization that supports and recognizes outstanding artists in Greater Kansas City; presents, promotes, enhances and encourages the visual, performing and interdisciplinary arts; and fosters economic development in the urban core of Kansas City, MO. Through a range of initiatives and partnership programs, CSF cultivates an environment in Kansas City where artists and art thrive. Included among its initiatives is the operation and programming of several exhibition, performance, and studio residency facilities in downtown Kansas City under the auspices of Charlotte Street's Urban Culture Project. We are seeking a qualified, motivated, creative, detail-oriented, adaptable, responsible applicant for the position of Preparator/Facilities Manager.

Responsibilities: Charlotte Street Foundation's Preparator/Facilities Manager will be responsible for the day to day management, operation, and maintenance of its Urban Culture Project spaces, which currently include la Esquina (a 2500 sq. foot exhibition/performance venue), Paragraph (a 1200 sq. foot exhibition venue), and Project Space (a 750 sq. foot exhibition/project venue) as well as two Studio Residency Program facilities, which provide free studios to some two dozen visual and performing artists. Responsibilities include:

- Physical management and ongoing maintenance of all Urban Culture Project spaces, including preparation of exhibition and performance spaces for programming and returning spaces to "white" following completion;
- General oversight and maintenance of studio residency facilities;
- Following planning with CSF Associate Director, leading coordination and oversight of installation and deinstallation processes with exhibiting and performing artists, including assisting artists with physical aspects of project implementation, securing supplies and equipment as needed, coordinating access to spaces, construction of exhibition/performance-specific furniture (pedestals, shelving, mounting devices), troubleshooting, etc.;
- Preparing spaces for First and Third Friday openings and special events – securing refreshments, installing signage, cleaning spaces, etc.;
- Serving as day to day liaison to studio artists – managing studio access and schedules, coordinating volunteer hours, responding to studio needs;
- Serving as liaison to landlords/building owners relative to space matters;
- Management of CSF equipment and supply inventory. and procurement of additional materials as needed;
- Management of gallery interns, including participating in securing student interns each semester.

Qualifications:

- Experience installing, handling, and lighting artwork
- Facility with tools and light construction
- Very strong work ethic, attention to detail, and commitment to excellence
- Strong oral communication skills

- Ability to relate to creative individuals of diverse backgrounds and personal characteristics
- Ability to meet deadlines, prioritize, and shift gears as needed
- Ability to multi-task, problem solve, and manage a range of responsibilities
- Ability to work independently and as part of a close-knit team
- Positive attitude, interest in assisting artists to achieve their goals, and willingness to work “behind the scenes”

Hours: Approximately 30 hrs/week

Deadline: May 7, 2010

To apply: Interested individuals should submit a letter of intent describing qualifications and interest in this position, and a professional resume. Please email to Kathy@charlottestreet.org or mail to Charlotte Street Foundation, PO Box 10263, Kansas City, MO 64171. NO CALLS PLEASE.

Compensation: Salary will be commensurate with qualifications.

Benefits: Full-time employees receive three weeks paid vacation and subsidized health-care benefits

Website: www.charlottestreet.org

Job location: Downtown Kansas City, MO 64108