

Program Director

Full Time

Some evening & weekend hours required



The Program Directors works closely with the Executive Director to bring leadership and strategic vision to programming at Spudnik Press Cooperative. The Program Director will manage our Studio Use, Residency, Youth, and Ten x Ten programs. For each of these programs, they will manage budgets, orchestrate all logistics from planning through execution, create marketing materials, staff and document events, lead assessment processes, set objectives and continually push these programs to better meet their goals and serve our constituents. The Program Director will assist with grant proposals related to the programs they manage. They will also broadly support the Education and Publishing programs managed by the Executive Director. The organization has intentionally made pathways through our various programs, so the ability to formulate, organize and monitor inter-connected projects is essential.

Through the professional-track Residency and Studio programs, the Program Director will be charged with developing opportunities for artists to sustain and expand their practice through studio visits with arts professionals, peer-led critiques, panel discussions, workshops, and partnerships with outside organizations. The Program Director will personally mentor Residents and Fellows. The Membership Program currently includes opportunities for artist talks, exhibitions, curatorial experience, and networking. The Program Director will lead all member events and opportunities and strive to expand the scope and depth of the membership program. The Exhibition Program provides an opportunity for the Program Director to work closely with members to expand the breadth of community participation and diversify our cooperative.

Additionally, all staff at Spudnik Press assist with general office management, serve on fundraiser committees, assist with outreach events, and cultivate relationships with potential clients, partners, and donors. Staff contributes to special projects as needed, and are involved in the planning and execution of Strategic Plans.

This is a fast-paced job that requires impeccable organization, project management skills, teamwork and executive decision-making. Competencies that have been identified as essential for all staff at Spudnik Press include consistency and reliability, dedication to community, and conceptual thinking. Spudnik Press staff are expected to bring passion and integrity to their work while enjoying the community of creative artists, makers, students, and teachers that contribute to Spudnik Press.

For more information about Spudnik Press, please visit www.spudnikpress.org.

Key Skills & Qualifications:

- Public programming experience, from ideation through execution
- Management experience, or has served in a leadership, supervisor, and/or mentor role
- Has experience working with or at non-profit organizations in an administrative capacity (2+ years preferred)
- Proven commitment to visual arts and Chicago artists.
- Outgoing demeanor and strong communication skills
- Outstanding organizational skills
- Strong writing skills for both internal and external audiences through grant, proposal, or press release writing
- Experience creating and maintaining budgets
- Experience using a database
- Curatorial and exhibitions experience preferred
- Familiarity with and appreciation for fine art print making (required) with hands-on experience making prints (preferred)

Compensation is \$16/hour through 2017. Benefits include paid time off, waived tuition for all Spudnik Press classes, and unlimited access to all materials and equipment. Application review will begin July 15.

To apply, please send e-mail with resume and cover letter to angee@spudnikpress.org.