Special Projects Coordinator Job Description

Posted June 14, 2008

The Berwick Research Institute seeks a coordinator to vision and pilot its Special Projects Incubator (SPI) program. The right fit is someone who enthusiastically embraces the notion that creative projects, and the people that make them, benefit from support and critique from their peers. The SPI Coordinator must truly love the process of working with artists, encouraging insight and introspection into the creative process.

The SPI coordinator must be a connector, someone who enjoys connecting people to resources and ideas, with strong organizational and communication skills and an ability to work collaboratively with fellow staff and board. Demonstrated knowledge of the Boston arts community, including projects rooted in building social dialog, along with an interest in reaching outside of this dynamic community, is highly desirable.

The SPI coordinator is a part-time, stipend staff position. As an organization run by volunteer staff and board, the hours flex around peoples' schedules, with events and meetings typically in the evenings and weekend. The weekly time commitment ebbs and flows throughout the year, with anywhere between 5 and 15 hours per week being dedicated to the SPI program, Tag and Release events and board/committee meetings.

Position Responsibilities

- Meet with two (2) SPI Level A projects on a bi-monthly basis, supporting them with time lines and goal-setting.
- Seek out and follow up on Level A & B resources and collaboration opportunities.
- Host quarterly Tag & Release events in collaboration with the Board event committee.
- Manage all non-AIR Fiscal Agentee activities and keep accurate files related to Fiscal Agentees, by advising on grant applications as needed.
- Report regularly to the Director, Board and Agentees on the status of the program.

Program Description

The Special Projects Incubator evolved out of the *Meet Me At The Table* series, an 18-month research-based project through the Public Art Incubator. Moving away from the term "public art", SPI frees the Berwick to work with artworks that activate its artists and audiences as social beings, whether through interactive, dialogic or interventionist temporary public projects.

The SPI program will begin its second season in the fall of 2008. Working closely with one Board Member, the Berwick hopes that the new SPI coordinator will craft their own vision of how the program can grow, striving to understand the shifting needs of the Boston arts community.

To apply, please send your resume and a letter describing your interest in the position to susan@berwickinstitute.org before July 15th. In your application, please answer the following: What are some examples of how you have incubated, or nurtured a project or idea to fruition? No calls please.