**TITLE**

Residency Coordinator

**OVERVIEW**

Crosstown Arts is a contemporary arts center that provides in one location state-of-the-art performance and exhibition spaces, professional art-making facilities, a multidisciplinary artist residency program, diverse education opportunities, a cafe and bar, and immediate access to healthcare, wellness, and childcare resources.

Crosstown Arts is the creative anchor within Crosstown Concourse, a one-million-square-foot adaptive reuse of the historic Sears building, constructed in 1927 and once a major distribution center and retail store for Sears, Roebuck & Co in Memphis,

Tennessee. The Crosstown Concourse complex is a one-of-a-kind vertical urban

village with strong emphasis in arts, education, and healthcare, including a charter high school for arts and sciences, a graduate program in education, health and wellness institutions, grocery and marketplace, commercial and office space, and a diverse range of

residential living options.

The mission of Crosstown Arts is to further cultivate the creative community in Memphis

by providing resources and opportunities to inspire and support diverse and far-reaching

audiences. Crosstown Arts manages a variety of spaces and programs within

Crosstown Concourse that integrate exhibition, performance, production, retail, and

education. This commitment to a collective vision, collaboration, and sharing of resources

unites the programming, spaces, tenants, and services of Crosstown Arts and

Crosstown Concourse, and ultimately benefits the neighboring community and the city at

large.

The multi-disciplinary Residency Program at Crosstown Arts provides individuals and/or artist collectives with time and space to focus on their work. Residencies provide live space (if needed), private studio space, meals, and access to a shared art-making workspace for up to sixteen residents at a time for 20 days to 10 month stays, based on an application procedure using outside judges. The program includes visual and performing artists, musicians, filmmakers and writers in all genres.

**JOB SUMMARY**

The Residency Coordinator will facilitate the work of the Crosstown Arts Residency Program by providing day-to-day administrative, programmatic, and logistical support, ensuring effective and efficient operations.

The position reports directly to the Crosstown Arts Residency Manager. The Residency Coordinator will work closely with the Residency Manager on all aspects of the residency program operations. This position will require some after hours and weekend work, in addition to regular business hours.

A collaborative nature, great organizational skills, self-motivation and the ability to multitask, are a must. The position requires an open, caring, and hospitable disposition, as well as the ability to set boundaries. The candidate must have basic computer skills. Preference may be given to candidates with previous experience in and a passion for the arts.

**RESPONSIBILITIES**

* Support the overall mission of Crosstown Arts within the context of the residency program.
* Give tours to potential residents and the general public.
* Coordinate housing and studio spaces, including managing keys/key cards and furniture needs, for an average of 16 residents each session.
* Help to plan and maintain overall residency scheduling.
* Field questions about the residency program and application process.
* Facilitate application judging process in collaboration with Residency Manager.
* Liaise with other departments and outside organizations to build and maintain relationships to fulfill resident requirements and requests.
* Interface with residents to plan tours, meetings, field trips and events.
* Build and coordinate an alumni program. Keep alumni statistics and information.
* Manage all residency guests.
* Support marketing and social media needs of the Residency Program within the context of Crosstown Arts branding and standards.
* Keep current, knowledgeable and up-to-date on all events and programs at Crosstown Arts.
* Maintain the ability to speak to the overall mission of Crosstown Arts to the public.
* Coordinate, set standards for and supervise housekeeping.
* Reconcile monthly credit card statements.
* Supervise inventory and purchases of ongoing supplies like paper goods, cleaners and basic kitchen items.
* Collaborate with Residency Manager to coordinate artist talks and open studios.

**REQUIREMENTS**

* 1-3 years experience as arts administrator or non profit specialist
* Minimum Bachelor's degree
* Basic computer skills
* Familiarity with social media platforms
* Ability to work some nights and weekends
* Outstanding written and oral communications skills (Spanish language skills a plus)
* Ability to act with excellent judgement and diplomacy and maintain a high level of confidentiality
* Strong organizational skills and attention to detail

**QUALIFICATIONS**

* Collaborative: ability to collaborate, give and take feedback.
* Adaptable and flexible: ability and willingness to accommodate ongoing modifications to all tasks and projects, including regular interruptions to workflow and changing of plans.
* Receptive:  ability to absorb and apply constructive criticism.
* Excellent time-management and people skills.
* Even-tempered disposition: ability to work under pressure in a composed, focused, affable, and courteous manner.
* Enthusiastic, energetic, and positive: ability to sustain an ongoing spirit of positivity in high-pressure and demanding situations.
* Focused: ability to accept and execute a wide range of tasks from moving furniture to managing residents and residency events to giving tours.
* Detail-oriented: ability to sustain close attention to an ongoing set of constantly emerging details.

**BENEFITS AND COMPENSATION**

This is a salaried, full-time position eligible for all Crosstown Arts’ benefits (including

health insurance, PTO, Church Health YMCA membership, etc.). Salary will be

competitive and commensurate with level of experience and skill.

**TO APPLY:**

Please send a cover letter, resume, and three (3) references to:

jobs@crosstownarts.org.