

New York and Italy Residency and Public Program Coordinator

New York

Application deadline: Nov 15, 2024

Amant

New York and Italy Residency and Public Program Coordinator

Amant is seeking a dynamic and organized Residency and Public Programs Coordinator to support our New York and Siena artist in residency programs along with providing production support for Amant's public events. This role involves assisting with residency applications, liaising with artists, coordinating studio visits and trips, and producing public programs.

Key Responsibilities:

Brooklyn Residency Program:

- Serve as the primary liaison for all aspects of Amant's NYC residency program
- Under the guidance of the CEO and Chief Curator, support the administration of nomination, applications and the selection process.
- Act as the day-to-day contact for artists during their residency in New York
- Procure residency materials to the Amant Senior Team as needed (i.e. social media and other materials for Amant's web and print efforts)
- Ensure compliance of residents to residencies contract and handbook
- Monitor expenses to ensure adherence to budget, with guidance and oversight from Amant NYC team
- Oversee the check-in and check-out process of residents at the beginning and at the end of the residencies period
- Coordinate studio visits and off-site trips to NY museums and institutions, under the guidance of the Curatorial team
- Facilitate communication between resident artists and Amant staff

Siena Residency Program:

- Reside in Chiusure (Siena) for 10-12 weeks, to provide general administrative support for the Artists in Amant Siena Studio & Research Residency. This includes:

Develop a calendar for excursions over the summer. Assist with the logistics and transportation of visits to cultural sites near Amant Siena on a as needed basis. Develop a weekly and efficient transportation schedule to nearby towns for grocery and supply/material runs. Ensure that the individual residences are being supported through coordination with the apartment managers in Chiusure. Facilitate the artists' research and access to resources. Attend to other assignments and responsibilities that may be assigned related to the above tasks as well as:

- Assist with the program for visiting artists, curators, critics, and other relevant art professionals while in Chiusure
- Procure residency materials to the Amant Senior Team as needed (i.e. social media and other materials for Amant's web and print efforts)
- Ensure compliance of residents to residencies contract and handbook
- Monitor expenses to ensure adherence to budget, with guidance and oversight from Amant NYC team
- Oversee the check-in and check-out process of residents at the beginning and at the end of the residencies period
- Be available and ready to assist the Founder/CEO while in Siena

Public Programs:

- With the oversight and direction of the curatorial team, support all production aspects for Amant public programs and live events on Amant's Brooklyn campus
- Work with resident artists to produce their For your Reference events at Amant
- Coordinate with speakers, artists, and other participants for events
- Manage event materials, equipment, and space setup
- Liaise with in-house technicians and external vendors to produce ambitious discursive, audiovisual and performance events

General Responsibilities:

- Maintain accurate records and documentation for residency programs and public events
- Track budgets for assigned programs
- Collaborate across departments for integrated programming

Qualifications:

- Bachelor's degree in arts administration, Curatorial Studies, Fine Arts, or related field
- 3+ years' experience in arts programming or managerial role in art institutions
- Strong organizational and communication skills
- Event planning and production experience
- Proficiency in Microsoft Office, Google Suite, Adobe Creative Cloud, and One Drive
- Knowledge of contemporary art and the New York art scene / knowledge of Italian contemporary art scene is an advantage
- Experience with audiovisual equipment
- Fluency in English and Italian required
- Ability to work independently and as part of a team
- Valid driver's license and comfort driving stick shift in rural areas
- Willingness to work evenings and weekends as needed
- Candidates must have a valid work permit for the United States

Location: Split between New York City and Chiusure, Italy (10-12 weeks in summer)

This position offers a unique opportunity to work in both urban and rural environments, fostering artistic dialogue and experimentation at Amant. The role reports to the CEO, and Chief Curator. Please send your application with cover letter and CV to employment@amant.org

Reference:

JOB: New York and Italy Residency and Public Program Coordinator. In: ArtHist.net, Sep 25, 2024

Arthist.net

(accessed Jul 1, 2025), <<https://arthist.net/archive/42760>>.