



JOB DESCRIPTION: OPERATIONS AND EXHIBITIONS COORDINATOR

Reports to: Executive Director

Classification: Part-Time/Exempt

Salary: \$35,880, 30 hours per week; health care reimbursement; and 401k matching

Expected hours: Tuesday 10am–4pm, Thursday–Saturday 10am–6pm and occasional evenings

Hamiltonian Artists seeks a team-oriented, ambitious professional to fill the role of Operations and Exhibitions Coordinator.

The Operations and Exhibitions Coordinator will work closely with the Executive Director and Director of Programs and Curator to build and develop the agenda for the Hamiltonian Artists' Fellowship Program, public programs, and studio residents. We envision a world in which DC is celebrated as a vibrant center to experience contemporary art and culture and where well-resourced emerging artists in every community are able to commune, experiment, grow, and flourish.

Hamiltonian Artists was founded in 2007 to build a dynamic community of innovative artists and effective visual art leaders. Since then, Hamiltonian Artists has nurtured the careers of over 90 Hamiltonian Fellows and successfully hosted a series of free professional development lectures and workshops for DC's creative community. In 2024, we added five studios to our footprint, enabling us to offer short-term workspace to over 12 artists each year. Our fellows have gone on to exhibit their work at The Walters Museum and Baltimore Museum of Art, Baltimore; The Smithsonian National Portrait Gallery, Washington, DC; Museum of African Diaspora, San Francisco; Museum of Fine Art, Boston; Frist Art Museum, Nashville; and more.

Hamiltonian Artists is at a pivotal moment in its history. The Operations and Exhibitions Coordinator will work closely with the Executive Director and Director of Programs and Curator to accomplish the goals of the organization.

Responsibilities Include:

Executive

- Provide administrative support in grant research and applications
- Maintain organizational calendar and mailing lists
- Provide administrative support for fundraising, including maintaining donor relations database, supporting donor relations, conducting prospect research, and assisting with event coordination including the Kinetic membership program
- Provide administrative support for marketing and public relations
- Work with Executive Director in preparation of Board materials for Board meetings
- Assist in managing website, email campaigns, and social media accounts

Program

- Work with Executive Director and Director of Programs and Curator to publicize programs to fellows and the broader public
- Provide administrative support to Executive Director and Director of Programs and Curator in recruitment, inviting and managing independent juries, selection of fellows and studio residents, writers, and guest speakers
- Facilitate program management (e.g., maintaining guest lists, finding volunteers, setting up space, etc.)
- Assist Director of Programs and Curator in planning internal and public programs and excursions
- Manage and maintain artist studios

Exhibitions

- Work with Executive Director and Director of Programs and Curator to publicize exhibitions and work by Fellows
- Facilitate and assist with installation/deinstallation
- Maintain gallery, exhibition, and inventory paperwork
- Greet the public and act as a public face for Hamiltonian
- Curator and organize occasional off-site exhibitions

Additional Tasks

- Manage building operations such as purchasing office supplies and hiring contractors
- Other duties as assigned

Must demonstrate some combination—but not necessarily all—of the following:

- 1-3 years of experience working in a visual arts organization
- Experience working with CRM software
- Some experience with fundraising initiatives
- Experience supporting public events, from publicity to setting up event spaces, managing guest lists, etc.
- Understanding of contemporary art practice and installing exhibitions in various media
- Understanding of incubator, mentorship, or fellowship programs
- Familiarity with the Washington, DC, area art community
- Collaborative, extroverted spirit and experience working with a variety of professionals across departments
- Full competence with standard office software as Microsoft Word, PowerPoint, and similar platforms

Preferred Qualifications:

- Past work in a fellowship, mentorship, or other incubator-type environment
- Ability to self-start but also work well with a small, fast-moving team
- Experience preparing condition reports, loan agreements, commission paperwork, and artwork inventory
- Full competence with standard social media platforms, especially Instagram, Facebook, Mailchimp, and LinkedIn
- Experience installing/deinstalling artwork of various sizes, materials, weights, and formats
- Understanding the required inventory of materials, supplies and related equipment for successful gallery installations

Application Requirements

- Cover letter
- CV/resume
- Must be available for a Tuesday – Saturday work week with semi-regular evening hours
- This position requires in-person work onsite with staff, fellows, and public

To apply, submit a cover letter and resume to: lily@hamiltonianartists.org.
Applications accepted until the position is filled.