



Ann Arbor Art Center Overview

Since 1909 the Ann Arbor Art Center has been sparking creativity in people of all ages and artistic abilities. Our mission is to be a contemporary forum for the visual arts through education, exploration, collaboration, and exhibition. We engage minds, expand knowledge, and inspire growth in students of all ages, teachers, artists, and the community. Through innovative programming, provocative exhibitions, wide-ranging learning courses, and a gallery shop offering handmade artworks, the A2AC engages more than 60,000 people annually in exploring the arts. The Ann Arbor Art Center is a 501(C)(3) Nonprofit registered in the US under EIN: 23-7205537.

Art in Public Associate Job Description

A2AC believes the experience of art should be accessible and equitable to everyone. We collaborate with local organizations, businesses, and individuals to help bring high-quality creativity into public art in Ann Arbor and elevate our community as a destination for creatives and art lovers.

The successful applicant is knowledgeable, collaborative, creative, and is driven to reach key programmatic milestones.

This position is part-time, 25-hours/ week. The salary for this position is negotiable, based on experience.

Duties

The new Art in Public Associate, reporting to the A2AC's Art in Public Director, will:

- Put together images and presentations for clients and artists using Photoshop, Illustrator, InDesign, and/or Powerpoint
- Organize Project Documentation
- Organize Artist Applications and Submissions
- Help with site needs/field work: measurements, pictures, etc.
- Assist Artists with installation needs: put up barricades, check in on artists and site needs, take documentation of the artist(s) working, be an extra hand to bring materials back inside for storage.
- Communicate with Clients
- Send Invoices and Payments to Clients and Artists
- Research artists/projects
- Mural Tour Guide
- Work with development associate to research grant and funding opportunities



- Researching best practices in mural maintenance to inform contracts and ensure longevity of artist's work
- Create WordPress landing+event pages for new AiP initiatives, including:
 - Mural, Alley, and Planter projects highlighting artists and locations
 - Call for Entries
 - Mural Tours
- Add new AiP projects onto Google Maps and the Canva street art app
- Chronicle new AiP projects as they are being made, including photo and video work
- Coordinate with our photographer on taking final photographs of AiP projects and the artists upon completion of projects

Required Skills & Experience

- Bachelor's degree
- Experience with Adobe Photoshop, Illustrator, InDesign
- Experience with Google Suite
- Interest in working with a diversity of audiences, including artists, community stakeholders, and the A2AC team
- Excellent communication skills
- Welcoming, approachable, positive, patient demeanor
- Must be vaccinated against Covid-19

To apply for this position, please email a cover letter and resume to jqueen@annarborartcenter.org.