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# THE SHED

THE **BLOOMBERG** BUILDING  
545 West 30th Street  
New York, NY 10001

## Job Description: Open Call Assistant

### About The Shed

The Shed commissions original works of art, across all disciplines, for all audiences. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed brings together leading and emerging artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, is a 21st-century space of and for New York City.

### About the Position

The Shed seeks a temporary, full-time Open Call Assistant, for a 10-12-month assignment, who will play a key role within the Civic Programs Division, charged with The Shed's *Open Call* project. The Shed's *Open Call* project provides invaluable support, visibility, and recognition to NYC early-career artists over 18-years old working across all forms and media to create and present new work in our unique space. The Open Call Assistant will serve as a key member of this team and project by providing support to the Civic Programs Director, and Chief Civic Program Officer. The role will organize, administer, and deliver all aspects of the second iteration of The Shed's *Open Call* program and initiatives that support New York City artists.

While the Open Call Assistant will be involved principally in the *Open Call* program, they are a part of The Shed Civic Programs team, which works to ensure The Shed's Civic Programs projects are smoothly delivered and promote The Shed locally and internationally.

### Key responsibilities include, but are not limited to

- Responsible for the administration of The Shed's *Open Call* project: tracking budget expenses and processing invoices; contracting consultants, panelists, and artists as needed; scheduling internal and external meetings and appointments; and preparing material as appropriate
- Organizing the citywide open call, including managing it's posting, the applications on online platforms, the online review process, and the selection panels
- Coordinating grassroots outreach with arts organizations from all five boroughs, information sessions for and with artists, and coordinating with our marketing department team in any and all efforts to make the open call known and attractive to emerging artists citywide
- Assisting the Chief Civic Program Officer and Civic Programs Director in managing selected artists in the development of their commissions
- Coordinating works-in-process showing, events, and other public programs

This job description is a guide to the nature of the work. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.

### Qualifications and Qualities

- Knowledge of, and interest in, modern and contemporary art, performance, theater, music, and the literary arts
  - Three years of experience working within cultural institutions
  - Excellent verbal and written communication and interpersonal skills
  - Excellent administration and project coordination skills
  - Excellent computer literacy and experience with Excel, mailing lists, and database management
  - Excellent problem solver
  - Ability to prioritize and meet deadlines
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- Attention to detail, proofreading skills, and immaculate presentation of work.
- An understanding of issues of confidentiality
- Ability to work flexibly and co-operatively as part of a team and The Shed as a whole
- Ability to work independently as well as part of a team
- Availability to work flexible hours including evenings and weekends as appropriate
- Ability to work calmly in a highly pressured environment

**Compensation**

Compensation will be commensurate with experience. Please provide salary requirements with your application.

**Application Process**

Interested candidates should complete an application and submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name through our Career Center page [here](#). Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.