

Installations & Facilities Assistant

Reports To: Director of Installations & Facilities

Status: Full-Time, exempt

New Position: August 2023

Compensation: \$40,000-\$45,000 annual salary, commensurate with experience, plus competitive benefits and PTO

ABOUT THE CONTEMPORARY ARTS CENTER:

MISSION STATEMENT: The Contemporary Arts Center (CAC) brings art and the creative process to all people through exhibitions, performances, and experiences that open minds.

CAC BACKGROUND: The CAC was founded in 1939 by three women with their eyes on the future. Today, our purpose is to champion open minds and foster an inclusive culture by using contemporary art and mutual learning as vehicles for connecting people, cultivating creativity, and catalyzing curiosity.

The CAC now operates on a \$4.7M annual operating budget and offers 4 - 5 significant exhibitions per year, including group and solo exhibitions originated by CAC curator(s), guest curators, and touring exhibition partners. It is the oldest non-collecting contemporary art center in the country and one of the largest, occupying an 80,000 sq. ft. building, with approximately 22,000 sq. ft. devoted to exhibition and performance space. With new executive leadership in place and a completed \$5M+ renovation of its educational facility, the CAC is poised to continue its 85-year legacy of presenting new commissions by emerging and established artists, as well as thematic group exhibitions that foster local, national, and international resonances.

A strong emphasis on curatorial research and institutional partnerships has led to the CAC generating a number of major touring exhibitions and co-commissions with entities such as Kunstraum Kreuzberg (Berlin), MIT List Visual Arts Center (Cambridge), the New Museum (New York), and FotoFocus Biennial (Cincinnati). Recent solo projects have featured the work of Tania Candiani, Ugo Rondinone, Steffani Jemison, Vhils, and Do Ho Suh, through which each artist developed significant interventions that attended to a range of timely concepts.

LOCATION: The CAC is located in an architectural gem in the heart of downtown Cincinnati, designed by Iraqi-British architect Zaha Hadid. The Lois and Richard Rosenthal Center for Contemporary Art was heralded by The New York Times as “the most important American building to be completed since the end of the cold war” and was lauded for its community-centric approach to the design process.¹

POSITION SUMMARY:

The **Installations & Facilities Assistant** responsibilities include assisting with the installation of all exhibitions, maintaining curatorial workspaces, fabricating exhibition-related materials, as well as assisting with maintenance of the Contemporary Arts Center property plant, and equipment (PP&E).

This position works closely with members of the Curatorial and Facilities Departments and hired contractors.

PAY, BENEFITS, LONG-TERM GROWTH OPPORTUNITIES: This full-time position takes place on-site at the CAC. FT staff generally work on-site Monday - Wednesday and off-site Thursday and Friday as responsibilities allow. The Installations & Facilities teams, including the Installations & Facilities Assistant, may work evenings and weekends as needed. The annual salary range is \$45,000-\$50,000 and benefits include medical, vision, dental, and paid parental leave; access to retirement savings; generous vacation time, sick/personal days, and paid holidays; and access to professional development opportunities, employee assistance program, CAC membership, and CAC Museum Shop and Cafe employee discounts.

TO APPLY: Please send cover letter and resume to Aly Laughlin, Human Resources Director at alaughlin@cincycac.org by August 28th, 2023, Include “Application: Installation & Facilities Assistant” in the subject line.

RECRUITMENT & HIRING: The Contemporary Arts Center is an Equal Opportunity Employer (EOE) where all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, Veteran, or disability status.

¹ Herbert Muschamp, *The New York Times*, June 2003.

DUTIES & RESPONSIBILITIES:

- Fabricate exhibit materials and displays.
- Work on projects with several departments simultaneously.
- Help maintain the newly renovated 6th Floor education space.
- Work with artists, curators and building service partners in a professional setting.
- Help maintain art storage areas and wood shop.
- Assist with maintaining exhibitions, galleries, public spaces, and offices on a weekly basis (cleaning, painting, patching, dusting etc.)
- Installing and finishing drywall and patching.
- Changing lighting using ladder or lift.
- Crate design and fabrication.
- Research technical requests from artists and locate local supply chains for materials.

ALL OF THESE DUTIES ARE TO BE DONE WITH OVERALL CAC BUSINESS IN MIND. THE PERSON IN THIS POSITION WILL BE CONSCIOUS OF OTHER CAC PROGRAMS, EXHIBITION NEEDS, AND CAC POLICY AND PROCEDURES.

REQUIREMENTS:

- Experience installing art exhibitions of all types.
- Knowledge of operating woodworking and painting equipment.
- Proficiency in finishing drywall and patching.
- Proficiency with word processing and other computer software (such as Microsoft Word, Excel, Outlook, PowerPoint, Adobe Acrobat).
- Capacity to work both independently and collaboratively.
- Research technical requests from artists.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- The person in this position needs to frequently move about outside and inside the office to access building machinery, artwork installations, etc.
- Must be able to move and transport items weighing up to 50 pounds for various needs.

- Occasionally ascends/descends a ladder or operates forklift or scissorlift to service lights, ceiling panels, artwork installations, etc.
- Must be able to remain in a stationary position 50% of the time.
- Operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Able to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Able to observe details at close range (within a few feet of the observer).
- Sometimes work in outdoor weather conditions.