

## POSITION DETAILS

The Artist Engagement Fellow will serve as a key point of contact to engage artists in the Small But Mighty Arts (SBMA) and Bartol Foundation creative networks. The Artist Engagement Fellow will utilize their interpersonal skills and creative experience to gather valuable feedback from artists about their work through video interviews and surveys, engage artists at select organization events and perform weekly administrative tasks to document progress and follow up on planned activities. The Artist Engagement Fellow will have weekly responsibilities as well as a requirement to further their professional capacity through attendance at select workshops offered by the partner organization and/or other professional development opportunities. The goal of the position is to provide critical engagement support to the sponsoring organizations while also providing the Fellow an opportunity to further develop their professional connections and arts administration experience.

### PROJECT DUTIES

- **Teaching Artist Video Interviews** – work with Bartol consultant to expand video library  
*Responsibilities include: outreach to Bartol artist network to schedule interviews, onsite filming*

### EVENT DUTIES

- **Partner Tabling Events** – setup welcome table and engage attendees at select events, distribute organization information (dates, times, events TBD)  
*Responsibilities include: event setup, distribute marketing materials, collect artists' feedback*

### ADMINISTRATIVE DUTIES

- **Cross Promotion** – increase artist engagement with partner programs and opportunities
- **Team Meetings** – weekly check-ins with project leads, monthly staff/team meetings
- **Reporting** – documentation of project progress, event prep, artist engagement outcomes

## QUALIFICATIONS

- Knowledge of Philadelphia's creative community (people, neighborhoods, organizations, events), and open to learning more!
- Effective communication, both in person and in writing; outgoing personality a plus;
- Ability to work well with a diverse group of staff and volunteers;
- Success at managing a wide array of tasks and projects with varied timelines and deadlines;
- Ability to provide timely responses and follow up on staff/team correspondence;
- Excellent organization and planning skills;
- Video recording experience using basic camera equipment (requires knowledge of equipment setup, white balancing, framing, sound quality), preferred editing experience (ex: iMovie);
- Must be comfortable using Word, Excel, email and internet based applications
- Must have reliable mode of transportation;
- Ability to transport handout materials, tabling supplies and signage to events;
- Bilingual a plus, but not required

**TIME COMMITMENT & COMPENSATION** - The Artist Engagement Fellow position begins in February 2018 and continues through November 2018. The Fellow will work six (6) hours a week shared between in-office time (located at the Bartol Foundation) and at various sites throughout Philadelphia for events and video recording. The Artist Engagement Fellow will receive a monthly stipend of \$480 for a total of \$4,800.

**Send cover letter and resumé to [info@smallbutmightyarts.org](mailto:info@smallbutmightyarts.org). Apply by Thursday, February 8, 2018.**

*Stockton-Rush Bartol Foundation and Small But Mighty Arts of CultureTrust Greater Philadelphia are equal opportunity employers and consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*