



**JOB OPENING:
Artist & Programs Manager**

ABOUT THE RINO ART DISTRICT:

RiNo Art District is a 501(c)(6) nonprofit grassroots organization dedicated to fostering a welcoming, creative community where a diversity of artists, residents and businesses thrive. Art is the common thread that unites the district, and the lens through which we view our work in support of the community here.

Over the last decade, RiNo Art District has helped form both a Business Improvement District (BID) and General Improvement District (GID) and a community arts educational nonprofit (Keep RiNo Wild) to support the local community. Together, the RiNo Art District family of organizations fund and support this area of Denver through advocacy, infrastructure improvements, artist support, community programming, business support, and events. We are nationally recognized for promoting art as a tool for building community and connecting people by making it more accessible to everyone.

With more than 30 district stakeholders now sitting on RiNo's boards and a collective budget of \$3+ million to invest, RiNo is responding to the needs and wants of people in this community. Through creativity, collaboration, partnerships and pushing the envelope, RiNo Art District is setting a new standard for how neighborhoods evolve.

THE MAKEUP OF THE RINO ART DISTRICT:

RiNo Art District encompasses approximately 1 square mile in Denver's northeastern corner. The District is inclusive of five historic neighborhoods: Globeville-Elyria-Swansea, Five Points and Cole. Our boundaries are I-25 to the West, 1-70 to the North, Park Avenue West and Broadway to the South and Larimer Street to the East.

Our district is inclusive of some of the most economically, racially and socially diverse communities in Denver. Formerly an industrial hub, today, RiNo is home to a remarkable concentration of creative businesses, including architects, art galleries, designers, furniture makers, illustrators, painters, media artists, photographers, sculptors and an array of studio spaces.

POSITION SUMMARY:

The Artist and Programs Manager will lead RiNo Art District's efforts to champion local artists, creatives, and businesses to support a vibrant, engaged, and inclusive art district.

This position will envision and facilitate a variety of opportunities for artists local to Colorado and within RiNo Art District.

The ideal candidate will bring a demonstrated commitment to the equitable advancement of creatives and strategically furthering opportunities for artists through thoughtful advocacy. Responsibilities include ongoing development of plans and programming for the department, local artists, staff, and volunteers. This position requires an individual skilled in collaboration to lead in the development and growth of local artists, the scope and framework of artist opportunity programs, local art community research, and coordinating resources to organize artist programming.

The Artist and Programs Manager serves as a key member of RiNo's team and must bring strong project management experience, a passion for artists, and a desire to create a place for art to thrive in a dynamic and inclusive community. The position reports to the Executive Director and works in collaboration with all organizations within the RiNo Art District.

JOB RESPONSIBILITIES:

- Lead the coordination of all murals and projects, including but not limited to: creating and managing budgets, installation and program schedules, internal calendar; managing and assisting artists, contractors and stakeholders for the installation or project; overseeing and managing contracts, and agreements with artists.
- Managing all artist records and maintaining all artist program-related archives; serving as artist liaison for visiting artists, managing their transportation, lodging, payment schedules, budgets and art supply needs.
- Leading Committee on "No Vacancy" Pop Up Residencies.
- Overseeing RiNo-managed affordable studio locations – tracking vacancies, organizing contracts, receiving artist payments and managing communications with artist tenants
- Keeping your ear to the ground on the needs of the wider Denver Art Community so RiNo can better provide the support and space they need.
- Supporting arts education programming through programming at ArtPark and with RiNo partners
- Liaise with district stakeholders who wish to hire artists - being the connector and expert on local artists styles and mediums.
- Nominating and recruiting special public art committees to provide insight on a program of representation and sensitivity to all lived experiences and cultures.
- Helping both the ED and Director of Strategy execute on the Strategic Plan of increasing diversity, equity and inclusion.
- Maintaining accountability and meeting deadlines surrounding the tasks described above.

ABOUT YOU & NICE TO HAVES: Education, Training, and Traits (these are preferred but not necessary):

- Degree in art history, fine arts or related field
- Applied knowledge of professional art handling principles, street art scene, art/creative practices and procedures
- Experience in and knowledge of the Denver art community.
- Knowledge of research tools and methodology
- Entrepreneurial nature: Ability to adapt to change, identify where help is required, and take initiative to provide it.
- Demonstrate good judgment and make informed decisions that maintain RiNo's collaborative brand, positive image, and public perception.
- Ability to maintain and work under strict deadlines.
- Familiarity with city permitting and large equipment rental for artists.
- Strong interpersonal and customer service skills with a high level of discernment when dealing with stakeholders, artists and team members alike.
- Very flexible, adaptable and helpful; occasional evening and weekend hours required
- Organized and exhibiting "follow through" on tasks and goals.
- A positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and active listening skills.
- Highly communicative with the skills to work with and motivate staff, artists, vendors and other volunteers.

EXPERIENCE:

- 3 years management-level experience
- Demonstrated experience managing artists, art projects and program budgets

Note: even if some of the above does not exactly fit you like a glove, but this sounds like the kind of team you want to be part of, we invite you to reach out to discuss opportunities with us!

SALARY/BENEFITS:

Salary Range \$52,000 - \$57,000 + competitive benefits including flexible hybrid work schedule and unlimited time off.

APPLICATION:

Email resume and three references with Subject Line: ARTIST & PROGRAMS MANAGER to Charity Von Guinness RiNo Art District: charity@rinoartdistrict.org by **Sept 30, 2022**

Describe briefly in writing or a short video your relevant experience, qualifications and motivations in working at RiNo Art District.

RiNo Art District is focused on promoting an inclusive environment and is proud to be an equal opportunity employer. We celebrate the different viewpoints and experiences our diverse group of team members bring to our organization. RiNo Art District does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, national origin, veteran status, or any other status protected under federal, state, or local law.