



POSITION DESCRIPTION

Shunpike Program Coordinator – Storefronts

About Shunpike:

Shunpike rejects the cliché of the starving artist, instead recognizing that artists are entrepreneurs, innovators and cultural leaders. Founded in 2001, Shunpike provides business services to 150 arts groups throughout the state of Washington, and collectively reaches a diverse audience of 500,000+ annually. Our mission is to provide independent arts groups with the services, resources and opportunities they need to forge their own paths to sustainable success.

About Storefronts:

In 2010, an innovative consortium of city and neighborhood organizations inaugurated the Storefronts program in Seattle's Pioneer Square and International District neighborhoods. The initiative sought to address high vacancy rates and vanishing artist spaces in these neighborhoods by activating empty storefronts with vibrant local art and creative projects.

As a core program of [Shunpike](#), Storefronts continues to support our creative community and our urban neighborhoods and businesses by providing opportunities for artists to do what they do best – create dynamic, engaging works that reach out to passersby, activate our built environment, and function as an incubator for our arts ecology, entrepreneurial projects, and urban revitalization.

About the Role:

Reporting to the Executive Director, the Program Coordinator - Storefronts, currently a contract position, ensures that this program is delivered effectively and in a timely manner. This position involves a great deal of artist, vendor and stakeholder liaison and is central to Shunpike's engagement with the community.

Current Position Responsibilities:

- Developing a schedule for the Storefronts program at South Lake Union, and at the Meydenbauer Center in Bellevue
- Coordinating any public Calls for Artists and the subsequent panel review of submissions and selection of artists.
- Liaising with artists as needed to curate the Storefronts program.
- Contracting artists and coordinating payment of artists through the Shunpike office
- Liaising with artists and property owners/managers as needed to successfully and safely install/de-install the Storefronts program

- Liaising with Shunpike staff as required to oversee the successful delivery of the Storefronts program, including periodic monitoring and maintenance of the installations in consultation with artists
- Supporting the promotion of the Storefronts program by providing Shunpike with relevant information on the program and ensuring all public-facing information about the program is comprehensive and up-to-date
- Leading one free public Art Walk per round of installations in South Lake Union
- Other operational and administrative duties that may arise in the course of the tasks noted above

About you:

You already have several irons in the fire, and are grateful for the flexibility this contract position offers. Ideally, although it's not a requirement, you are a working artist with strong ties to the arts community in the region. You're passionate about helping artists, and love to see others shine. You're detail oriented and a perfectionist when it comes to installing works of art. You also think bigger picture, and are able to curate the Storefronts spaces so that the artwork at each location can stand alone, while when seen together these works may tell a bigger story.

The person we are looking for is:

- A confident problem solver
- A people person who can professionally manage diverse stakeholders
- Comfortable on a ladder, familiar with standard installation techniques, has their own tools and knows how to use them
- Values art and artists and widely varied materials
- Responsive to artist and client needs, but keeps the big picture in mind
- Loves running around the Greater Seattle area and has access to a car
- Able to safely lift/hold up to 50 pounds and is comfortable working outside

Employment status: This is currently a contract position, with the potential of becoming a part-time staff position. Applicants must have an interest in and the ability to increase their time commitment as the program evolves, and additional sites and/or residencies are developed. This position is currently paid at a fixed 'per installation/de-installation' rate. An hourly rate may be discussed with applicants who are selected for interviews.

Schedule: Flexible. Overall, we estimate a time commitment of 20 hours a month, fluctuating with installation and de-installation schedules. However, the cycle of Storefronts installations are such that we may install 8 Storefronts over the course of a few days, and then none for a period of 4 months. Installations are scheduled as far in advance as possible, but periodic maintenance will be required on a timely basis and the Contractor may need to be available at short notice in case of emergency.

To apply, please send cover letter and resume to line@shunpike.org. Preference will be given to applications received by May 26, 2017.