

POSITION ANNOUNCEMENT

Program Assistant

Full-time, non-exempt (eligible for overtime)

Salary: \$48,800

Benefits: Employer-paid health, dental, vision

Based in NYC, temporarily remote

Candidates must be eligible to work in the U.S.

Rhizome is hiring a Program Assistant to provide communications and administrative support for our artistic program, online and IRL, which includes events, publishing, artist commissions, exhibitions, and archival accessions. This role offers an arts administrator the opportunity to help support a unique program in a small and collaborative team.

The Program Assistant position is full-time and eligible for Rhizome's benefit package. The anticipated schedule is Monday-Friday, 10am–6pm ET, with occasional after-hours commitments for events. The program team is currently working remotely with plans to implement a hybrid model based out of our office at the New Museum in New York City in the first quarter of 2022.

If you are not sure if you're qualified for this position, please apply. We are seeking a good fit for our staff and believe qualities like emotional intelligence and an interest in our unique program are more important than a previous job title. We welcome candidates with learning experience outside of traditional modes of schooling and with working experience not typically associated with art jobs (there is no degree requirement for this position). Candidates from groups underrepresented in arts administration are encouraged to apply; we are always in the process of making Rhizome an increasingly supportive place to work.

About Rhizome

Rhizome champions born-digital art and culture commissions, exhibitions, publishing, and digital preservation. Online since 1996, the organization is a longtime affiliate of the New Museum in New York City. On an average day, the program team is planning a forward program of artist projects, events, and publishing, liaising with artists on ongoing projects, producing materials to support online presentation, and undertaking research. They're also doing much more prosaic tasks such as filing check requests, procuring supplies, managing social media goings-on, and responding to emails.

This role is the final position in an overall staff expansion supported by two major gifts given on the occasion of our 25th anniversary: the *Endless Nameless* gift from artist Rafaël Rozendaal, and a major "[change capital](#)" grant from The Andrew W Mellon Foundation.

Primary responsibilities:

- Monitor and update program and content workflows using Notion project management software, ensuring awareness of project goals and tasks among the program team
- Liaise with artists selected for ArtBase accession to gather additional information and materials, clarify technical issues, and check metadata
- Draft open calls and other communications

- Draft, edit, and schedule social media posts, and communicate with Rhizome's audience on social media during work hours (Facebook, Twitter, Instagram)
- Manage overall Rhizome blog content calendar and community listings
- Update Rhizome's internal institutional calendar
- Gather materials for grant applications and reports
- Provide editorial support (copyedit, fact check, clear image rights, update style guide) for internal and external communications (technical documents, press releases, grant applications, blog posts, etc.)
- Act as point of contact with the New Museum regarding communications and live events (work with front-of-house museum staff, meet with New Museum's communications team, manage content workflow using Asana project management software)
- General office admin (order supplies, arrange shipment, prepare invoices for payment, field inquiries)

What we are looking for in candidates:

- Enthusiastic about born-digital art and culture
- Accountable and respectful to audiences and collaborators, embracing principles of accessibility and inclusion in your work
- Organized and detail-oriented
- Able to work independently and manage multiple tasks simultaneously (your to-do list has fast and slow lanes)
- Clear and effective communicator with good judgement
- Adaptable and willing to meet changing needs for the position
- Comfortable asking for help when you are beyond your resources
- You have career goals we can support

Good to have:

- Prior experience copyediting
- Prior experience managing communications and/or social media accounts
- Proficiency in some or all of these softwares: Notion, Slack, Mailchimp, Google Suite, Microsoft Office, Adobe Creative Suite, Asana, Facebook, Twitter, Instagram

Other things to know:

- Though this position is based in New York City, two of our team members work remotely from Los Angeles and one from Germany.
- This position involves administrative work, which can be unglamorous, but is essential for supporting our program, and, as a small organization, we all do some of it.
- As the person responsible for fielding inquiries and interacting with Rhizome's audience on social media, the Program Assistant will have to handle the occasional unpleasant interpersonal interaction. Support and guidance will be provided.
- The role will occasionally require evening or weekend availability during events.
- Time-off comprises: 15 days vacation, 3 personal days, and all major state and national holidays.

Application and interview process:

Please send the following to jobs.pa@rhizome.org by Friday, December 17, 2021:

1. Cover letter describing your interest in Rhizome, as well as the experience and skills you can bring to this position.

2. Resume

If we would like to proceed with your application, we will reach out to you in early January to schedule an interview.

We will be in touch within one week from your interview date to let you know if we'd like to proceed with your application. If so, we will request two references and assign you a short writing task, for which you will be paid \$50 to complete within a week.

Applicants will be notified about the status of their applications by the end of January. The expected start date for the Program Assistant is in mid February.

Our approach to this job listing was partly inspired by a [past job listing](#) from the Recurse Center.

Note

Rhizome requires those hired into this position to provide proof that they have received the COVID-19 vaccine. Any individuals subject to this requirement may submit for consideration a request to be exempted from the requirement (based on a valid religious or medical reason) on forms to be provided by Rhizome. Such requests will be subject to review and approval by the organization, and exemptions will be granted only if the organization can provide a reasonable accommodation in relation to the requested exemption. Note that approvals for reasonable accommodations are reviewed and approved on a case-by-case basis and availability of a reasonable accommodation is not guaranteed. This vaccination requirement is based, in part, on recently established government requirements.