

POSITION ANNOUNCEMENT

Web Manager

We're looking for a detail-oriented person with a passion for digital art and culture to manage Rhizome's online presence. The role will involve working with artists, writers, and staff to manage the production and online presentation of art, online exhibitions, events, writing, and documentation, while remaining responsive to Rhizome's communities.

The position, which reports to Rhizome's Artistic Director, is full-time, nonexempt, and eligible for Rhizome's full benefit package. The anticipated schedule is Monday-Friday, 10am–6pm EST. This position is based in New York City and is temporarily remote due to COVID.

* Candidates from groups traditionally underrepresented in arts administration are especially encouraged to apply. *

Responsibilities Include:

- Managing content for the web, such as setting reasonable timelines for delivery of materials; gathering and organizing said materials; ensuring general awareness of project goals and tasks; editing; clearing rights; and posting.
- Drafting, editing, and scheduling social media posts, and communicating with Rhizome's public on social media.
- Communicating with internal and external contacts including artists, writers, institutional colleagues, partners and supporters, etc.
- Some administrative work such as grants and commissions support, receiving and preparing contracts and invoices for payment, and providing general admin support.

Job requirements

- Enthusiasm for born-digital art and culture.
- Strong organizational and administrative ability and rigorous attention to detail.
- Communications skills and experience.
- Ability to work independently and manage multiple goings-on simultaneously.

Expected salary: \$50,000

Application deadline: February 5, 2021

All materials must be emailed to jobs@rhizome.org.

All applications must include:

1. Cover letter describing your interest in Rhizome, as well as the experience and skills can bring to this position. Please also indicate your availability for an interview in mid-February.

2. Resume

About Rhizome

Rhizome champions born-digital art and culture through artist-centered programs that commission, present, and preserve art made with and through digital networks and tools. Online since 1996, the organization is an affiliate of the iconic New Museum in New York City. For more information, visit rhizome.org.