

Minnesota Street Project

Program Assistant Job Description

Minnesota Street Project (MSP) offers affordable and economically sustainable spaces for art galleries, artists and related nonprofits in San Francisco's historic Dogpatch district. With over 100,000 square feet, the Project seeks to retain and strengthen San Francisco's contemporary art community in the short-term, while developing an internationally recognized arts destination in the long-term.

The Program Assistant will report directly to the Program Manager. The purpose of this role is to provide support for Minnesota Street Project's robust programming schedule, as well as help strategize ongoing event opportunities. This individual will help coordinate logistics with event clients, gallery tenants, and vendors, as well as be responsible for maintaining calendars for short-term galleries, public programming, and private events. This position will provide additional administrative support for the Facilities Manager and Director of Communications, in the form of social media coverage and on-site venue management.

Key Responsibilities

- Act as liaison between Minnesota Street Project, event clients, and event vendors
- Oversee event client-related logistics
- Provide on-site support during special events (will include nights and weekends)
- Field event inquiries
- Create and maintain multiple event calendars
- Coordinate with Minnesota Street Project galleries for special events and upcoming exhibitions
- Provide support for short-term tenants including event and install/deinstall logistics, marketing, and facilities-related needs
- Maintain correspondence with key individuals and relevant organizations
- Keep files and records for both past and upcoming events
- Research targeted outreach list for event clients and sponsorship opportunities
- Assist Director of Communications in reaching marketing goals, including social media outreach
- Work with galleries to source shareable assets and produce original content
- Assist with ad hoc tasks as assigned by the Facilities Manager and the Director of Communications
- Provide additional support for the 1150 galleries and 1240 Artist Studios as needed

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Qualifications

- Knowledgeable and passionate about the contemporary art scene, with a minimum of 3 years of experience at a museum, gallery or arts-related organization
- BA in Visual Arts, Art History or equivalent experience preferred
- Experience with project management and event coordination
- Familiarity with key arts professionals and organizations in the Bay Area, nationally, and internationally
- Comfortable in a fast-paced work environment and the ability to multi-task and be flexible
- Organized and detail-oriented
- Able to execute on both long-term and short-term initiatives
- Comfortable with client-facing interaction and experience presenting confidently to diverse audiences
- Demonstrated written and spoken communication skills
- Ability to work with all levels of professional, technical, and support staff
- Excellent technical skills and fluency on multiple computer and web-based platforms including MAC OS X, Microsoft Office
- Proficiency in Adobe Creative Suite
- Knowledge of best practices in social media and web-based marketing
- Excellent interpersonal skills, including the ability to collaborate both internally and externally
- Some knowledge of AV equipment and its functions
- Availability to work both nights and weekends
- Valid driver's license required
- Ability to lift at least 40 lbs and provide physical support as needed
- Sense of humor

To Apply

Please submit a cover letter and resume to jobs@minnesotastreetproject.com with subject line "Program Assistant." No phone calls, please.