

POSITION ANNOUNCEMENT
PART TIME ARTIST ASSISTANT \ ADMINISTRATIVE ASSISTANT
MICHAEL JONES MCKEAN STUDIO

START DATE

Immediate, or until the position is filled

POSITION

A small, but very active studio seeks an Assistant to play a central role in daily operations, working closely and directly with the artist and a core group of collaborators. This position is primarily administrative in its scope but will at times extend in other directions. The ideal candidate should be a skilled and flexible multi-tasker, highly organized, an excellent writer and communicator with the ability to operate for long periods independently/remotely.

RESPONSIBILITIES

- Assisting and working directly with the artist toward the completion of projects.
- Help process and respond to daily email correspondences.
- Demonstrated interpersonal skills and ability to relay the studio's intentions through interfacing with collaborators and institutions.
- Conduct research for current and upcoming projects.
- Assist in organizing maintaining digital archive.
- Help with book keeping, scheduling, and project management.
- Be willing and able to periodically travel

REQUIREMENTS

- Knowledge and interest in contemporary art and ideas.
- Strong writing, communication and interpersonal skills.
- Flexibility is a must. Should be able to shift tasks seamlessly as the studio demands.
- Neatness, attention to detail, superb organization skills, punctuality, discreetness.
- The ability and interest to work independently / remotely for long periods.
- Strong computer proficiency including Photoshop, Google Docs, Word, PowerPoint, WordPress, DropBox, 3D modeling software including Rhino, 3Ds Max, GIS, Google Earth all a plus.
- Basic book keeping (QuickBooks) a plus.

COMPENSATION

17 - 23 dollars per hour based on experience and location (the artist works primarily between Brooklyn and Richmond, Virginia) with the potential for growth and shift to a more full-time, salaried position.

INQUIRES

Please send application materials - letter of interest, CV, references, as well as writing and work samples to: info@michaeljonesmckean.com with ASSISTANT in subject line.