



**Gordon Square Arts District
Mission & Goals**

Mission: to leverage vibrant arts and culture to foster economic growth in Gordon Square.

Vision: an exciting Gordon Square Arts District with vibrant theatres and enhanced art activity that is a regional destination for arts and culture.

GSAD Goals:

1. Create sustainable prosperity through arts and culture initiatives
2. Build on the arts identity through enhanced placemaking, arts programming and community-wide marketing
3. Engage and support artists and creative professionals who live and work in the neighborhood and provide tools for economic self-sufficiency
4. Protect and expand on the physical and institutional assets of the arts district

**Job Description
Arts Programming Associate
Part-time, freelance
or experienced Intern**

The Gordon Square Arts District is seeking a **part-time, freelance Arts Programming Associate or Intern** to assist with building new arts programs from **late-April through August**, with a possible extension. Primary duties will include event coordination, artist outreach, and database development.

GSAD adopted a new strategic and tactical plan in 2016 that draws from the neighborhood’s master plan recommendations and enhances it with new ideas that align the arts with economic opportunities. New programs launching in 2017 include an artist network, outdoor arts performances, a micro-art gallery space for local artists, the infusion of vibrant public art and murals in blighted spaces, a new wayfinding program, an artist residency, and support for small businesses and galleries.

Primary programs that need support from the Arts Programming Associate or Intern:

Gordon Square Artist Network

We are building a network of artists living and/or working in GSAD in order to develop tools to better align the arts with economic opportunities. We’ll develop a database of artists and other creative professionals and their mediums. We’ll hold mixers at a local establishment and include artist presentations of work in progress and/or speakers (like a salon). We will engage the artists

in a discussion forum about artistic content of the neighborhood and incorporate their input. **Primary work will include artist outreach and the development of a database.**

Gordon Square Outdoor Arts Programming

With support from Cuyahoga Arts & Culture, GSAD will host six free outdoor performances in Near West Plaza between June-August 2017. Artistic performances such as music and theatre will be tailored to reach the diverse segments of the neighborhood population, from a popular Latin band to Italian opera, to increase the inclusion of all residents and attract visitors. The events will be paired with local food businesses and retail merchants in order to enhance economic opportunities associated with the new series. Neighborhood-based nonprofit community partners will also be included. As a pilot project, we will experiment with scheduling different days of the week and times and evaluate which audiences each attract as well as measure any positive economic impact on local businesses. **Primary work will include event coordination and working with the performers.**

Other duties as assigned: assist with installation of art in the micro-art gallery, optional Saturday gallery shifts, assist with wayfinding inventory

Skills required:

- Organization skills
- Excellent follow-through
- Outgoing personality, comfortable doing outreach
- Technology skills, especially Excel and database management
- Excellent writing skills following AP style guidelines
- Creativity and an interest in the arts
- Special event experience
- Research skills
- Ability to be on time, listen to directions, and complete projects on deadline
- **MUST be available evenings and weekends**

Physical Demands Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Working Conditions Availability for extended hours during peak periods and attendance at evening and weekend events and meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility. This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of GSAD Inc. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

GSAD Inc is an equal opportunity employer.

Send cover letter, resume and hourly pay requirements (\$10-\$20/hour based on level of experience, skills and flexibility in schedule) to info@gordonsquare.org by April 13, 2017. No phone calls please.