

Arthouse Contemporary is currently hiring two positions: **Communications Coordinator** and **Operations Coordinator**.

COMMUNICATIONS COORDINATOR:

The Role:

Arthouse Contemporary is looking for a savvy communications professional to showcase the breadth and depth of our collection, programs, and activities. The Communications Coordinator will work with internal and external stakeholders to create immersive storytelling experiences for our community, increase brand awareness beyond Nigeria, and encourage active engagement from our audiences. This is an exciting opportunity to be part of a creative, passionate, and tight-knit team working with some of the most talented artists in Africa. As the Communications Coordinator, you will gain hands-on experience, while immersing yourself in Nigeria's evolving art scene. This is a part-time position (3 days a week) based in Lagos, Nigeria.

Responsibilities

- Work closely with the Founder and Lead Curator to create a communications strategy and calendar to promote and tell the Arthouse story
- Define the brand identity, voice and narrative on all externally-facing content, including visual, written, and video to ensure content is consistent with the brand
- Responsible for the creation, publication, monitoring, and management of content across online and offline channels
- Create and schedule content across all social media platforms and proactively identify news-worthy stories to highlight
- Analyze social media metrics and establish benchmarks to inform strategy
- Contribute to social media strategy and overview for exhibitions and other marketing initiatives as needed, including live-posting during events
- Curate stories around the Foundation's residency program and research artists to develop content for digital channels
- Build out newsletter audience, including curating and sending out the monthly newsletter
- Update web content and liaise with 3rd party for updates to website development

- Identify new opportunities, publications and partnerships to boost brand awareness locally, regionally and internationally
- Draft press releases, provide PR support as needed, and liaise with media contacts
- Provide project support for team members during major auctions and quarterly exhibitions, and other aspects of Arthouse's programs

Desired skills

- Copywriting, editing and proof-reading skills
- Understanding of social media platforms, products and tools
- Knowledge of and a strong interest in art history, photography, and design
- Good knowledge of art publications and the Nigerian media landscape
- Excellent organizational skills and attention to detail
- Independent judgement and decision-making skills
- Creativity and flexibility, with the ability to prioritise and manage projects with minimal supervision
- Proactive, self-driven, and self-managed with a strong work ethic

OPERATIONS COORDINATOR:

The Role:

Arthouse Foundation is looking for a dynamic individual with project management skills to support our daily activities. The Operations Coordinator will assist the Lead Curator with preparation for auctions and exhibitions, in addition to being the first point of contact for artists in the residency program. The ideal candidate will be organized, detail-oriented, proactive and thorough with all relevant documentation as it pertains to Arthouse. This is an exciting opportunity to be part of a creative, passionate, and tight-knit team working with some of the most talented artists in Africa. This is a part-time position (3 days a week) based in Lagos, Nigeria.

Responsibilities

- Maintain a detailed inventory of art pieces, sales, auctions, and exhibitions; including photographing, captioning, and labelling artworks
- Develop and maintain records and contracts for exhibitions activity and correspondence with artists, museums, galleries and collectors
- Event coordination for auctions (three times a year), quarterly exhibitions and related events

- Assist with program management for artists in residence, including answering inquiries and phone calls, coordinating travel plans, and more
- Providing information and assistance to artists regarding city attractions, restaurants and points of interest
- Facilitate smooth operations of the residence, including monitoring utilities, provisions, and troubleshooting maintenance issues
- Ensure all invoices are submitted efficiently and track payment for vendors
- Provide the team with general administrative, logistical, and project management support
- Research best practices and emerging trends in the art industry

Desired skills

- Undergraduate degree
- Knowledge of and a strong interest in art history, photography, and design
- Basic knowledge of art handling practices
- Good knowledge of the Lagos cultural scene
- Independent judgement and decision-making skills
- Ability to manage shifting priorities, whilst still maintaining accuracy and ensuring efficiency around internal systems and procedures
- Must be responsible and able to exercise absolute discretion with artists, clients and collectors
- Proactive, self-driven, and self-managed with a strong work ethic

APPLY:

Please email Joseph Gergel (joseph@arthouse-ng.com) with the subject "Communications Coordinator" or "Operations Coordinator". Attach your resume and include a few paragraphs about your interest in the role.

Deadline: February 9, 2020