

PUBLIC HOUSING COMMUNITY FUND

Contracted Position:	Artist Selection Coordinator Consultant
Contract Term:	Six (6) months. <i>This is a grant funded, contracted position.</i>
Expected Start Date:	January 22, 2024
Compensation:	\$20,000/6-months
Primary Work Location:	Remote/Hybrid in-person at 200 Broadway, New York, NY 10038
Deadline to Apply:	6:00 p.m. EST on Monday, January 8, 2024.

Organizational Overview

The [Public Housing Community Fund](#) (Fund) is a nonprofit that forges partnerships to power transformative programs that enhance the lives of over 500,000 residents across New York City Housing Authority (NYCHA) communities. The Fund engages people and partners to build a stronger, more equitable New York City by investing in public housing communities. The Fund invests in programs focused on leadership development, financial empowerment, community health, and workforce training for residents of the NYCHA community.

NYCHA is the largest public housing authority in North America with a mission to provide decent and affordable housing in a safe and secure living environment for over a half-million low- and moderate-income residents throughout New York City through its public housing and Section 8 programs.

Established in 1898, the Public Design Commission reviews architecture, landscape architecture, and works of art on City-owned property. Projects include construction or restoration of structures, such as libraries, fire stations, and bridges; creation or renovation of parks, playgrounds, and plazas; installation of lighting and other streetscape elements; and the design, installation, and conservation of artwork. The Commission holds monthly hearings to review projects, which are primarily submitted by City agencies. There are 11 Commissioners, who serve pro bono, and five full-time staff members. The Commission also acts as caretaker and curator of the City's public art collection and maintains an extensive archive documenting the history of New York City's public works, which is frequently used by historians, students, and other City agencies. The Commission is an advocate for excellence and innovation in the public realm, ensuring the viability and quality of public programs and services throughout the city for years to come.

Program Overview

The Public Housing Community Fund (PHCF) is managing a 30-month grant to launch and implement an artist-in-residence program in five NYCHA communities beginning in 2024 in partnership with private donors, NYCHA residents, CBO's and governmental agencies. PHCF is seeking a part-time contractor, **Artist Selection Coordinator Consultant (Coordinator)**, to support this groundbreaking public-private partnership program. The Coordinator will work closely with PHCF's Community Engagement and Placemaking Lead and Public Design Commission's (PDC) Director of Art & Design, in partnership with NYCHA Asset and Capital Management Division (A&CM) and NYC Department of Youth and Community Development (DYCD), coordinating the artist selection process, including support for an artist Open Call and selection panels and interviews. This is a part time contracted position and grant funded.

Responsibilities

1. Under direct supervision, the Artist Selection Coordinator Consultant supports the coordination of the artist open call, selection process, and related programming.
2. Acting as a liaison between artists and grant stakeholders (PHCF/PDC/NYCHA/DYCD); distribute submission guidelines.
3. Providing support for recruitment and selection of artists and arts organizations to participate in Public Art programming.
4. Providing support for the coordination events such as community engagement sessions and artist interviews.
5. Maintaining mailing list and performing other administrative duties as necessary.

Qualification Requirements

The Public Housing Community Fund is seeking dynamic self-starter who is interested in supporting the development of a citywide artist-in-residence program. As the Artist Selection Coordinator Consultant, you will work closely with nonprofit and government leaders to build, launch, and support a community engagement and artist selection process.

Required qualifications include:

- Education and/or experience:
 1. A Bachelor's degree in a relevant field and two years of experience, preferably in the context of public art, art programming, artist-in-residence programs, public housing communities, or in an area related to the duties described above; or
 2. High school graduation or equivalent and six years of experience in public art, community work, or community centered activities in an area related to the duties as described above; or
 3. Education and/or experience which is equivalent to the requirements in "1" and "2". However, all candidates must have at least two years of experience as described in "1" above.
- Residency in New York City is required, with the capacity to travel throughout all five boroughs.
- Proficiency in utilizing Microsoft Office and Google Workspace, managing Excel/Google spreadsheets, and the ability to create compelling presentation materials using PowerPoint or similar mediums and online forms using Google.
- The ability to work in person including frequent site visits, and occasional evening and weekend meetings as necessary.
- Availability: Assignment will be up to 20 hours per week for six months.

The ideal candidate will have:

- Bachelor's degree in fine arts, museum studies, arts administration or a related field.
- Proven experience with art administration or exhibition coordination.
- Strong organizational, time management, and communication skills.
- Proficiency in stakeholder engagement, with the ability to communicate effectively and build rapport with diverse groups of individuals.

- Passion for placemaking, community development, and public art initiatives.
- Preferred experience in collaborating with artists and communities of diverse cultural backgrounds, familiarity with project locales, and proficiency in languages spoken in project areas.
- A self-starter who has a passion for service to community, diversity, equity, and justice.

Period of Engagement

The proposed contract will be for six months beginning on or about January 22, 2024. *This is a grant funded position.*

Compensation and Payment Terms

The contract is not to exceed \$20,000 in the six-month period. The Consultant will be paid an initial payment of \$2,000 at contract signing and \$3,000 at the end of every 30 days of work for six payments once a monthly progress report is submitted and accepted, and the monthly deliverables have been completed. This is a grant funded contracted position with no benefits.

To Apply

To apply for this contracted position, please email your (1) cover letter explaining why you are passionate about community engagement, public art, and making a positive impact in public housing communities, (2) resume, and two (2) professional references that can speak to your experience as it relates to this position to Alex Zablocki, Executive Director, Public Housing Community Fund, at info@communityfund.nyc by **6:00 p.m. EST on Monday, January 8, 2023.**

Don't meet every single requirement? If you are excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

The Fund for Public Housing, Inc., d/b/a Public Housing Community Fund, provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We encourage applications from individuals of all backgrounds and experiences.