



BELIEVE IN ARTISTS

200 W Madison St, Fl 3
Chicago, IL 60606
(312) 470-6325

unitedstatesartists.org
FB: @unitedstatesartists
IG: @unitedstatesartists
TW: @USAforArt

Job Position:

Initiatives Assistant

United States Artists: An Overview

[United States Artists](#) (USA) is a national, nonprofit arts organization that provides unrestricted money to individual artists working across all disciplines in rural, suburban, Tribal, and urban communities.

[Initiatives](#) at United States Artists expands support for artists.

Experienced in providing unrestricted funds and care resources to artists across disciplines and geographies, our team works closely with partners to conduct research, design programs, and administer funds in response to the needs of artists. To date, we've launched [Disability Futures](#), [Knight Arts + Tech Fellowship](#), [Maxwell/Hanrahan Awards in Craft](#), and [The Rainin Fellowship](#) which all provide artists with unrestricted funding and support services. We launched and administered [Artist Relief](#) – a \$25M relief fund created by a coalition of seven national arts grantmakers to support artists during the COVID-19 crisis by offering \$5,000 emergency grants to practitioners across the country.

USA is seeking to hire one Initiatives Assistant to join its Initiatives team. The complete job description is below, which include key duties and responsibilities.

To apply, please submit a cover letter and resume to initiatives@unitedstatesartists.org by March 10, 2023. Materials will be reviewed on a rolling basis until the position is filled.

You may find more information about USA at www.unitedstatesartists.org.



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The Role

The Initiatives Assistant is responsible for a wide range of administrative support to the Initiatives department, which includes assisting with fellowship programs, artist services, editorial projects, and research. This is a part-time position that reports to the Initiatives Director and works collaboratively with staff across all departments.

Essential Duties & Responsibilities

- Supports the administration of partner awards programs, including monitoring initiatives inboxes, processing artist applications, taking notes during panel and key meetings, gathering data, and providing assistance in order to meet all programmatic deadlines;
- Assists in maintaining databases, surveys, and evaluation tools for all initiatives;
- Supports Initiatives Managers in answering all inquiries and providing application feedback as needed;
- Assists in field research including research on nominators, panelists, cultural organizations, artists, conferences, projects, and sites;
- Supports in coordinating awardee services, such as financial planning and other professional support;
- Assists in scheduling meetings and coordinating availability with key stakeholders including funding partners and field colleagues;
- Supports the production of programs, such as artist convenings, public programs, publications, etc;
- Represents USA's mission, vision, values, and goals in person, online, and in print;
- Takes on additional duties as required.

Ideal Characteristics

- Ability to receive constructive feedback;
- Ability to work effectively with an incredibly diverse community;
- Outstanding verbal and written communication skills;
- Meticulous organizational skills with a demonstrated ability to meet deadlines, manage budgets, and keep timely correspondence;



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- A “team player” who understands the dynamics of working within a small, productive staff that is constantly dependent on and accountable to one another;
- Maturity, curiosity, humor, and integrity;
- Strong internal and external relationship management skills.

Skills and Qualifications

- At least one year of work experience in arts administration or a related field;
- Experience with database and spreadsheet programs such as Airtable or Excel;
- Experience providing and receiving written constructive feedback;
- Familiarity with Google Suite, Asana, Dropbox, Airtable, Slideroom, and/or similar software and platforms;
- Proofreading experience preferred but not required.

Additional Information

United States Artists (USA) is currently working remotely and has adopted a four-day workweek (with the office closed on Fridays). The current team resides in several states.

This role is a contractor position offering \$25/hr at 24 to 30 hours per week.

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United States Artists (USA) is committed to a policy of nondiscrimination as an Equal Opportunity Employer. USA’s policy is to maintain and promote nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental handicap unrelated to ability, sexual orientation, religion, political philosophy, unfavorable discharge from military service or age in all phases of employment practices and facilities in accordance with all all applicable laws. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.