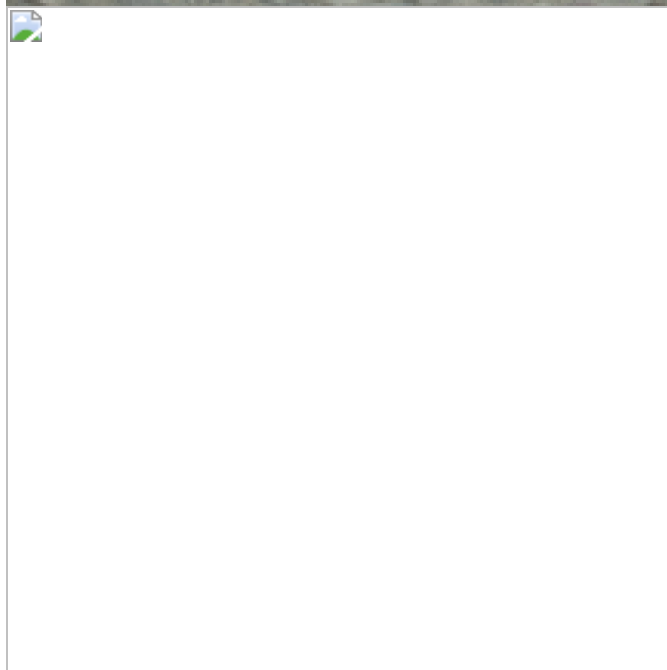

OPPORTUNITIES > Red Gate Gallery Beijing seeks Residency Program
Coordinator

DEADLINE
31 MAY 2011

Red Gate Gallery Beijing seeks Residency Program Coordinator



Red Gate Residency is an

international artists' residency program in Beijing providing artists, curators, writers, and academics with the opportunity to live and create work in China. A Residency Program Coordinator is sought to start work in July 2011.

Red Gate is seeking a Residency Program Coordinator in Beijing from July 2011, beginning with a two month orientation/training period. This is a full-time position for a real people person requiring excellent organizational skills and initiative to manage 10 – 15 visiting artists at any one time. Practical spoken Mandarin Chinese is a definite advantage. A modest package is offered to the employee who will gain tremendous experience running a truly established international program.

PROGRAM DESCRIPTION::

Red Gate Residency is an international artists' residency program providing artists, curators, writers, and academics with the opportunity to live and create work in China. The program is operated on a not-for-profit basis under the umbrella of Red Gate Gallery in the Dongbianmen Watchtower, Dongcheng District, Beijing, China. The residency program hosts artists from all over the world in six studios in Feijiacun (Beigao – north side of the city) and three downtown apartments in Tuanjiehu. For more information about the gallery and the artist residency program please visit <http://redgateresidency.com>.

JOB DESCRIPTION::

The Residency Program Coordinator will provide assistance with the supervision, advising, and oversight of residency programming and outreach functions and act as the on-site contact for all potential applicants, accepted artists, and current artists in residence.

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES::

- act as primary point of contact for residency inquiries
- processing applications and scheduling arrivals, departures, and changeovers
- organizing orientations, studio/exhibition visits, open studio events, etc
- setting vision for and maintaining social media and web presence [blog, facebook, twitter]
- oversee branding, marketing, and design for the residency program
- working with accounting manager to maintain residency budget
- managing the program director's assistant, interns and maintenance/cleaning staff

QUALIFICATIONS::

- a passion for art and being with and engaging artists
- excellent written, spoken English and professional email correspondence

- practical spoken Chinese language skills
- engaging interpersonal skills
- experience in events management or arts administration
- strong time management skills
- proficiency with Microsoft Office and Adobe Creative Suites and layout/design experience
- problem solving skills
- detail oriented with excellent organizational ability

COMPENSATION:: US\$1,000/month and accommodation

REPORTS TO:: Gallery Director / Residency Founder

STAFF:: Residency Director's Assistant & Ayi /Housekeeping & Interns

APPLY ONLINE

DEADLINE: there is no current deadline - the opportunity remains open until the post is filled.

SIMILAR CONTENT

DEADLINE
17 JUL 2017



RESIDENCIES
CHINA INTERNATIONAL

DEADLINE
31 MAR 2012

George Town World Heritage Inc | open positions

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DEADLINE

31 JUL 2016

China | open call for 3rd Crystal Ruth Bell Residency



RESIDENCIES

CHINA INTERNATIONAL

DEADLINE

17 JUL 2018



Open Call for the 5th Crystal Ruth Bell Residency - Nourish 颐养

DEADLINE
08 AUG 2019



China | Crystal Ruth Bell Residency call - Light and Sight

for the 6th Cry dency - Light

RESIDENCIES
CHINA FRANCE INTERNATIONAL

BY JORDI BALTÀ PORTOLÉS
03 AUG 2015

WEBSITE

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CHINA

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