

# SOUTHERN EXPOSURE

## POSITION AVAILABLE

### Title: Development Fellow

Reports to: Associate Director

Duration: August 28, 2017 through June 30, 2018

Time Commitment: 12 hours/week for 10 months

Stipend: \$10,000

**Applications Due:** Wednesday, July 19, 2017

## DESCRIPTION

Southern Exposure seeks a talented, enthusiastic, and qualified individual for our newly-created Development Fellowship. We are excited to expand our team with this part-time contract position.

The Development Fellow works under the supervision of the Associate Director to provide key support for two major initiatives at Southern Exposure: the **Alternative Exposure** re-granting program and the **Annual Benefit Auction**. This fellowship is designed to provide substantial professional experience in the following areas: outreach strategies, donor relations, event planning, and grant administration.

The fellow will work on both programs throughout the 10-month term with emphasis on Alternative Exposure during Fall 2017 and on the Auction during Winter and Spring 2018. For both programs, the Fellow will help implement outreach strategies, communicate with artists and other key stakeholders, update relevant website pages, communicate with funders and donors, and manage event logistics. The Fellow will have the opportunity to work with over 100 artist applicants as part of the Alternative Exposure program, as well as over 100 artists, dozens of sponsoring organizations, and hundreds of guests through the Annual Benefit Auction.

For **Alternative Exposure**, the Fellow will additionally plan and attend information sessions, vet questions about artist proposals, receive and organize applications, provide communications support for the website, email, and social media, prepare submissions for review by a panel of jurors, communicate with jurors, schedule the review panel, communicate with grantees, and administer grant contracts. The fellow will also assist with preparing grant reports to the program's funders.

For the **Annual Benefit Auction**, the Fellow will additionally schedule and attend committee meetings, solicit business sponsors, track artist and sponsor donations, communicate with Auction Hosts, assist with volunteer coordination, proofread auction invitation, catalogue, and wall label copy, provide ongoing communications support on website, email and social media, process ticket and artwork sales, and serve as a liaison to the auction venue.

The fellow will be required to work 12 hours/week throughout the fellowship period and additional hours during peak times, to be scheduled in advance. Qualified candidates will be able to commit for the entire duration of the fellowship period.

### Skills needed:

Qualified candidates will have excellent written and speaking communication skills, pay meticulous attention to detail, possess the ability to manage multiple priorities, and be a highly organized self-starter. A strong interest in contemporary artistic practices and prior internship or entry-level experience in development or public relations is desirable. Candidates will have a working knowledge of Google Drive, basic HTML, Microsoft Word, spreadsheets, and social media. Proficiency in a client relations management system and/or database platforms is a plus.

Employment Equity Statement:

In accordance with our commitment to further cultural equity within the organization, SoEx engages in proactive employment practices to increase opportunities for individuals from communities historically underrepresented in arts administration.

To Apply:

Please submit CV, cover letter, and two references to the attention of Nick Wylie to [ad@soex.org](mailto:ad@soex.org).

**About Alternative Exposure**

Alternative Exposure is a re-granting program of Southern Exposure that awards grants to individual artists or artist collectives. The awards support the development and presentation of visual artist-led projects and programs that play a critical and significant role in the creative landscape of the San Francisco Bay Area arts community. Funded activities include alternative arts venues and spaces, public art projects, a one-time exhibition or event, community-based projects, visual arts publications, an online project, an artist residency, a series of film screenings, and much more.

Founded in 2007, the Alternative Exposure re-granting program has awarded a total of \$630,000 in direct funds to 165 Bay Area projects over ten years and has become a core program of Southern Exposure. Alternative Exposure builds tremendous capacity among grassroots artist-led activities, supporting artists to further their own projects and present them to a diverse array of audiences.

**About the Benefit Auction**

Southern Exposure's Annual Benefit Auction features a live and silent art auction, food and drinks, and commissioned artists' installations. This highly anticipated annual event provides direct and critical support for Southern Exposure's programs.

**About Southern Exposure**

Southern Exposure (SoEx) is an artist-centered non-profit organization committed to supporting visual artists. Through our extensive and innovative programming, SoEx strives to experiment, collaborate and further educate while providing an extraordinary resource center and forum for Bay Area and national artists and youth in our Mission District space and off-site, in the public realm.

An active presence in the Bay Area since 1974, SoEx is continually evolving in response to the needs of artists and the community while engaging the public in artists' work. Central to our mission is to remain the most accessible space for visual artists to produce and present new work, learn, and connect. SoEx provides visual artists with the tools and resources they need to experiment in an open and supportive environment. We also work to advocate to new, diverse audiences and build an ever-growing community of enthusiasts and supporters of the visual arts.