



LAKE OSWEGO FESTIVAL OF THE ARTS

Position Description

Interested in visual art? Interested in curatorial process? Interested in art festivals?
Looking for seasonal short-term summer employment?

Come work for the Lake Oswego Festival of the Arts as an Open Show Curatorial Assistant.

The Open Show is the largest in the Pacific Northwest and exhibits over 1,000 pieces of art from 200 regional artists.

Curatorial Assistants work with the Open Show Curator to produce an unforgettable exhibition visited by 20,000 festival attendees. Curatorial Assistants contribute in the installation, exhibition, organization, administration, and sales of the Open Show.

Position Title: Curatorial Assistant

Reports To: Open Show Curator

Location: Lakewood Center for the Arts. 368 S. State Street, Lake Oswego, OR.
(About 15 miles South of Portland, OR)

Dates: Sunday, June 21 – Monday, June 29, 2015

Hours: 40 hours a week. FTE. Seasonal.

Compensation: \$10/hour

For more information about the festival: <https://www.lakewood-center.org/pages/lakewood-Festival-Date-2015>



Application Process

To apply for this position please submit the following as PDF's to:
Open.show.curator@gmail.com

Application deadline is **May 1, 2015**

Please include "**Curatorial Assistant 2015**" in the subject line.

1. A cover letter
2. Your availability
3. A resume
4. Contact information for three references

Following directions, communicating well with others, team work, and energy are necessary. Individuals with experience in Studio Art, Art History, Arts Management, History, Anthropology, Sociology, and Curatorial Arts experience encouraged to apply. Art handling/hanging experience required. Retail sales experience a plus.

Detailed Description

This position is multifaceted and requires individuals who are quick thinkers, creative, physically fit, and team players. The following is a breakdown of tasks by day:

Sunday (6/21): Art registration day! We register and conduct a preliminary installation of 1,000 pieces of art. This day is high-paced and requires energetic individuals who can communicate well with others, listen to and execute directions, assist in managing a crowd, have experience hanging and handling art, and are fast on their feet.

Monday (6/22) & Tuesday (6/23): Installation and design: curatorial arts focus. Monday and Tuesday are dedicated to installing the exhibition. Art handling/hanging experience required.

Wednesday (6/24): Finishing touches of installation, mapping, and application of show cards. Wednesday is dedicated to the finishing details of the exhibition, creating a gallery map, and applying show cards to the pieces.

Thursday (6/25): Final application of show cards and finalizing map. Thursday is dedicated to the final application of show cards and finalizing the gallery map.

Friday (6/26) – Sunday (6/28): Lake Oswego Festival of the Arts. The Open Show Curatorial Assistants are responsible for assisting festival attendees with purchasing art. Curatorial Assistants will be trained in sales methods. Retail sales experience a plus; furthermore, the ability to comfortably talk about art a plus.

Monday (6/29): Art retrieval. Artists will retrieve pieces that were not sold during the festival.

Please make sure to:

1. Wear comfortable shoes
2. Bring a lunch
3. Bring a water bottle

Thank you so much for your interest in working with the Lake Oswego Festival of the Arts. I look forward to hearing from you.

Sincerely,

Beatrice Ogden, Open Show Curator // Lake Oswego Festival of the Arts
open.show.curator@gmail.com