



## Asian American Arts Centre Part-time Job Opportunities 2015

The Asian American Arts Centre (AAAC) currently has part-time jobs for college and/or graduate students 2-3 days a week. The AAAC is an exciting place to work, with many diverse activities. Candidate/s learn the inside story of running a community non-profit—from working with artists and handling art work, to participating in community and arts advocacy events, as well as postings on AAAC social media sites. Candidate/s learn about AAAC's digital archive—Artasiamerica.org, and how to update and maintain it, as well as to explore the relationship between a professional archive and arts and culture in a community context.

The Asian American Arts Centre is a not-for-profit community arts organization based in New York's Chinatown. Founded in 1974 during the start of the Asian American Movement, its programs have evolved to include the following areas:

- **Visual Arts Program:** Exhibitions, Artists Archive, Permanent Collection
- **Folk Arts Program:** Special Events & Presentations, Audio Preservation, Permanent Collection
- **Community Advocacy Program:** Asian Americans & the Arts in Chinatown, NYC, and the USA
- **Education Program:** Special Educational & Online Initiatives

The AAAC is now embarking on a process of preservation and legacy planning for its archives, collections and forty-one-year history. Those interested in conducting value and significance assessments of the AAAC Archives and Permanent Collection are encouraged to apply, as well as those interested in conducting research on a unique and carefully curated archive of Asian American contemporary visual art.

- **AAAC Artists Archives:** We have an extensive archive of visuals and documents of Asian American artists from throughout the United States from 1945 to the present. There are opportunities to elaborate upon artists already included in the archive, as well as to grow the archive by adding new artists and their work. Tasks associated with the archives involve digitizing, and resource management. See <http://artasiamerica.org/>. There is an option budget for candidate/s to attend archival conferences.
- **Permanent Collection:** We have a Permanent Collection of 400 contemporary art works and another collection of Asian Folk art. There are opportunities to manage these collections, both in their physical maintenance, condition status, digital records, and visual documentation.
- **AAAC Bibliography:** This includes an extensive contemporary art library and Asian American materials. There are opportunities to research and compose commentary about this unique bibliographic collection of Asian American art.



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In addition to preservation and legacy planning, the AAAC seeks to remain connected to the contemporary arts community by cultivating and maintaining relationships through social media. Candidate/s handle the day-to-day marketing operations of a community arts organization. Marketing touches on all aspects of the organization and its relationship to community—communities of artists, communities of Asian Americans, and other people of color, to NYC & to regional & national connections. Candidate/s will promote the organization's voice.

- **Marketing and Communications:** Maintain and expand AAAC's virtual online presence. Candidate/s may want to check out the following sites: AAAC's website (<http://www.artspiral.org/>), AAAC's Blog (<http://artspiral.blogspot.com/>), Flickr account (<https://www.flickr.com/photos/asianamericanartscentre/>), and Facebook (<https://www.facebook.com/AsianAmericanArtsCentre>)

Candidate/s will assist in renewing, redesigning, and updating contents for these sites to be more effective communication tools for the organization. Opportunities are available to market historical resources, including video & audio materials, which provide a unique perspective on the art world from 1945 to 2010. Candidate/s will also conduct research on past exhibitions to keep accessible this area of contemporary history.

Please send the following application materials by e-mail to [rlee@artspiral.org](mailto:rlee@artspiral.org):

- A brief cover letter
- Resume
- Writing sample
- If you are an artist, we will accept a few image samples of your work.

Asian American Arts Centre is located at 111 Norfolk St NY, NY 10002, [\(212\) 233-2154](tel:2122332154). This is just above Delancey St. near the Williamsburg Bridge ramp.

#### Qualifications:

- Interest in contemporary visual art, literary, and media arts a plus, especially Asian American art.
- Interest in library science and archives, especially archival value assessments.
- Interest in marketing/communications, especially social media, writing, and video editing.
- Good organizational skills and able to handle slides, visual materials, artwork, and documents.
- Experience with Mac computers, knowledge of Photoshop, also HTML a plus.
- Ability to start immediately/soon. Work 2-3 days per week and get along with others in a small office.