ARTISTS’ ASSISTANT (TEMPORARY: Three Weeks)

DiverseWorks (DW) is currently seeking a temporary Production Assistant to support the creation and development of the Portrait of Houston, with French visiting artists Jocelyn Cottencin and Emmanuelle Huynh. This position is temporary (approx. 3 weeks, approx. 20 hours per week) and will work closely with Diverseworks Curator and serve as on the ground support during the development of Portrait of Houston, between May 26 - June 11, 2023.

As the Artists’ Assistant, the selected candidate will be involved in all aspects of project planning, and pre-production, including planning meetings, scheduling interviews, assisting with onsite film shoots and participating in day to day updates. This is a great opportunity for anyone who is interested in pursuing a career in performance or film production, curating, or arts administration and is looking to gain valuable experience in the industry.

DUTIES

- Serve as on the ground support for visiting artists
- Schedule and transcribe Interviews
- Assist with location scouting and on site location needs
- Assist with equipment set-up and break-down
- Support performance rehearsal and community workshops

The successful candidate will have knowledge and a strong interest in contemporary art and performance, and Houston’s history. They will play an essential role for DiverseWorks in the creation of Portrait of Houston.

REQUIREMENTS

- The ideal candidate should be highly motivated, detail-oriented, and able to work in a fast-paced and dynamic environment
- Ability to work 20 hours a week between May 26 - June 11th.
- Reliable transportation and ability to travel
- Excellent interpersonal skills
- Must be familiar with basic filming equipment, be able to lift items of 25 lbs, work outside, on location
- Passionate interest in Houston, local history, architecture and visual art and the role of art in society
- Preferred: Fluency or some understanding of French

This position is temporary (approx. 3 weeks, approx. 20 hours per week) $15/hour temporary, contract position with approx hours of 10am - 5 pm May 25 – June 11, 2023 in-person and on-site.

TO APPLY

Please email your current resume / CV and a cover letter with the subject heading “Temporary Production Assistant Application” to jobs@diverseworks.org by Monday, April 24, 2023. Only those applicants selected for interviews will be contacted. No phone calls, please.

DiverseWorks values workplace diversity and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, and foreign-born residents to apply. DiverseWorks is an Equal Opportunity Employer (EOE) that does not discriminate on the basis of race, color, creed, age, gender, gender identity or expression, national origin, religion, ancestry, disability, marital or partnership status, or veteran status.

DIVERSEWORKS
3400 Main, Suite 292
Houston, TX 77002
diverseworks.org