



John Simon Guggenheim Memorial Foundation Production Staff Position Description

Created in 1925 by Senator Simon and Olga Guggenheim in memory of their son John Simon Guggenheim, the John Simon Guggenheim Memorial Foundation offers Fellowships to exceptional artists, writers, scholars, and scientists in pursuit of scholarship in any field of knowledge and creation in any art form under the freest possible conditions. Fellowships are awarded through an annual competition open to citizens and permanent residents of the United States and Canada. Since its establishment, the Foundation has granted nearly \$400 million in Fellowships to over 18,000 artists, scientists, and scholars, among whom are more than 125 Nobel laureates, members of all the national academies, winners of the Pulitzer Prize, Fields Medal, Turing Award, Bancroft Prize, National Book Award, and other internationally recognized honors.

The Foundation is seeking a Production Staff person to support the annual Fellowship Competition. Reporting to the Vice President, you will provide administrative and technical support for the Competition and other areas of the Foundation's operations.

You will be expected to work on-site in New York City Mondays through Fridays from 9:00 AM to 5:00 PM, with occasional extra hours. In total, you can expect to work 3-5 days per week. You will be paid \$31.25 hourly. You will be eligible for overtime but we do not expect this job will require more than 40 hours most weeks. All overtime work requires prior approval of the Vice President or Program Director. We expect this job to run from mid-October through March.

Responsibilities & Duties

- Assist the production team with all aspects of the annual Competition, beginning with applications, under the supervision of Keith Lewis, Program Director
- Process, catalogue, and arrange photographs and other art submissions to facilitate Photography and Fine Arts jury review
- Assist Production staff with other juries as needed.
- Responsible for packing and returning those photographs and any other items that need to be returned to applicants; manage the mailing process.
- Other competition-related tasks as assigned
- Assist Vice President as needed
- Help maintain accurate records of fellows, former fellows, and other individuals associated with the Foundation
- Assist the Foundation's President and Executive Assistant as needed
- Other duties as assigned

Necessary Qualifications

- Excellent oral and written communication skills
- Ability and commitment to maintaining the confidentiality of privileged information
- Attention to detail

Preferred Qualifications

- Two or more years of direct experience grants and or arts and cultural management
- Interest in the arts, humanities, sciences, social sciences, and/or scholarship

The John Simon Guggenheim Memorial Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, pregnancy (including childbirth or related medical conditions), sexual orientation, gender identity or expression, disability, genetic information, military or veteran status, citizenship, or any other characteristic protected by applicable federal, state, or local law.

If you feel that you meet the requirements and would like to work at the Foundation, please apply by sending a resume to search@gf.org with the subject line: Production Staff. Applications will be accepted until the post is filled.