

Addam Yekutieli

aka

Know Hope

Addam Yekutieli/Know Hope Studio - Position Outline

As the activity of the studio is expanding and transitioning into a more project-based practice, we are looking for Studio Coordinator to oversee and head the various projects the studio is working on, and run the administrative operations in the studio.

The Studio Coordinator position will have the responsibility to initiate the growth and realization of these strategies, by creating opportunity through networking and working with various partners such as representing galleries and other collaborating organizations. Vis-a-vis coordinating the day-to-day management of the studio (based in Tel Aviv, but working internationally).

Please send CV and other enquiries to

studio@thisislimbo.com

1. Studio Coordinator

Characteristics:

- Believes in mission
- Responsible
- Self-motivated
- Good people skills
- Experience working with creatives
- Team player
- Proactive
- Resourceful
- Responsive and flexible
- Familiar with office etiquette
- Understanding of the art world - preferred

Capabilities:

- Managing skills
- Production skills
- Good writing skills (English and Hebrew)
- Administrative skills
- All Microsoft softwares, Adobe softwares - preferred
- Proof of management/strategy experience
- Production skills
- English/Hebrew mother tongue level
- Filming and editing skills (large plus)

Responsibilities:

- Running day-to-day studio office tasks
- Managing and working on production of ongoing projects
- Correspondence/relationships with galleries, collectors etc..
- Managing framing, documentation and shipping of artworks
- Managing studio inventory (artwork archive)
- Managing studio supplies (locating and dealing with suppliers, studio equipment etc..)
- Finding new growth opportunities
- Identifying and pursuing funding sources for projects
- Writing grant and prize applications
- Micromanaging studio assistant/s

Structure:

- Part time position with potential for expansion
- Working from Tel Aviv studio
- Salary format variable, to be discussed individually