

# KADIST

KADIST Paris is looking for a Program Manager for a full time position starting early 2023.

## Overview:

The Program Manager should have experience as a contemporary art producer in order to manage the KADIST Paris residency program, produce the yearly exhibitions and events on site, as well as develop international partnerships with art centers and museums. We seek candidates who have already worked within international contexts.

The Program Manager will report to the KADIST Paris Director, the endowment fund's board and working closely with the other team members of KADIST in Paris and San Francisco.

## Responsibilities:

### **Residency coordinator:**

- organize travel, hospitality of residents, and assist the Director on day-to-day administrative tasks, building operations and reports.
- organize events and meetings for the residents

### **Exhibition and event production:**

- manage the production of 1 exhibition in the Paris space per year: liaise with artists and curators, hire the technical team, coordinate contractors for mini-publications (guest editor and designer)
- produce public events in KADIST Paris

### **International collaborations (Europe, Africa and Middle East):**

- assist director on global strategy
- research and propose partners for regional projects
- manage collaborations' implementation: in collaboration with the partner institutions, liaise with curators, artists and contractors for exhibitions and events occurring offsite
- prepare content for social media manager and occasionally post stories.
- participate in developing the KADIST collection and online library by reviewing and voting on proposed artworks, and optionally nominating artworks by artists from Europe, Middle East, and/or Africa after 6-12 months.

## Qualifications and assets:

- . Candidates must have, at minimum, a MA in Art and Cultural Management and related fields
- . Minimum 4 years of professional experience within the international art world, preferably in exhibition and events production and involving partnerships (co-productions, traveling exhibitions, etc)
- . Excellent knowledge of contemporary art and its networks
- . Preference will be given to candidates with knowledge of European, African and/or Middle Eastern institutions and art scenes
- . Strong organization and logistics skills

- . Strong ability to adapt, to work autonomously and in groups
- . Flexibility and creative thinking
- . Excellent writing abilities
- . Excellent spoken presentation
- . Strong computer skills including: Google Suite, Google Survey, In Design, Photoshop, Wordpress, etc.
- . Fluent in French and English, spoken and written

Information about the contract:

Full Time position.

Beginning of the contract: January 2023

Type of contract: CDI (French long term contract) including trial period.

Salary: based on experience. After six months, additional bonus in relation to a MBO review process.

Office: KADIST, 19bis rue des Trois Frères, 75018 Paris

To apply, please send the following:

- a resume
- motivation letter
- letter(s) of recommendation

before **December 9**, via email to: Emilie Villez, Director: [emilie.villez@kadist.org](mailto:emilie.villez@kadist.org) KADIST, 19bis/ 21 rue des Trois Frères, 75018 Paris - France -[www.kadist.org](http://www.kadist.org)

**About KADIST:**

KADIST is a non-profit contemporary art organization that believes artists make an important contribution to a progressive society through their artwork, which often addresses key issues of our time. Dedicated to exhibiting the work of artists represented in its collection, KADIST encourages this engagement and affirms contemporary art's relevance within social discourse. Its local hubs in Paris and San Francisco organize exhibitions, physical and online programs, and host residencies. KADIST stays apprised of developments in contemporary art via a global advisor network, and develops collaborations internationally, including with leading museums, facilitating new connections across cultures and vibrant conversations about contemporary art and society.

With permanent exhibition spaces in Paris and San Francisco, KADIST produces exhibitions and programs across five continents, through curatorial collaborations, in order to responsibly address the complexity of local cultures. KADIST's collection of +2000 contemporary artworks serves as a starting point and resource for these programs. KADIST is a non-profit organization founded in 2001. It is operated in France by an endowment fund and by a 501c3 in the United States.

<https://kadist.org/>

### Equal Opportunity

AKAT (the French endowment fund operating KADIST) is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. Black, Indigenous, and People of Color (BIPOC) are strongly encouraged to apply.