

Monday, November 19, 2018

## Eyebeam Hiring for Production and Administrative Assistant: Refiguring the Future

Company: Eyebeam  
Location: Brooklyn, NY  
Compensation: 18 per hour

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Photo by: Joanna Gould

### PRODUCTION AND ADMINISTRATIVE ASSISTANT (PART TIME/TEMPORARY)

[Eyebeam](#), a non-profit with a 20 year history of excellence at the intersection of art, technology, and society; and REFRESH, a collective platform with a focus on creating a more inclusive vision of our cultural relationship to science and technology through art, are seeking a Production and Administrative Assistant to help facilitate their new initiative, Refiguring the Future.

This new initiative will consist of a large-scale exhibition and two-day conference in NYC, a new online hub for discovery and digital engagement, and robust public programming out of Hunter College Art Galleries. Refiguring the Future aims to foster the creation of more diverse work in the field of art and technology, and activate its potential for societal learning and growth.

#### Roles and Responsibilities

The Production and Administrative Assistant will report to the Curatorial and Engagement Fellow, and work closely with the Eyebeam programs team and REFRESH curators.

Complete administrative tasks including: managing timelines, processing expense reports, editing texts, communicating with vendors and artists, etc.

Manage travel itineraries, hotel bookings, and miscellaneous travel arrangements for visiting artists and speakers.

Assist in planning and onsite production of the two-day conference to be held in February 2019.

#### Qualifications

Passion for contemporary politically engaged art, technology, and social justice

Experience with audio/visual equipment

Excellent communication skills, both written and verbal

Highly-organized with attention to detail and follow-through, and the ability to manage multiple projects

A warm and welcoming personality, a good sense of humor, and ability to relate well to people of all ages and backgrounds

Experience organizing professional exhibitions and public programs, a plus

#### Requirements

Candidate is available to work at Eyebeam's headquarters in Bushwick, Brooklyn part-time, three days a week, 10am-6pm, from December 2018 through February 2019.

Candidate is able to work full-time during exhibition opening and two-day conference from February 4-10, 2019. Time worked outside of office hours will be compensated with the equivalent time off during regularly scheduled hours. Flexible hours considered on a case by case basis.

People of color, immigrants, women, LGBTQ people, disabled people, and members of other historically marginalized groups are especially welcome and encouraged to apply. Eyebeam is an equal opportunity employer.

Please submit a resume and cover letter (no longer than one page) to [sarah.oconnell@eyebeam.org](mailto:sarah.oconnell@eyebeam.org).

#### Accessibility:

Eyebeam is an accessible space. The 199 Cook Street entrance is accessible via a ramp. Restrooms on the first floor are wheelchair accessible and the second floor restrooms are wheelchair accessible via an elevator. Restrooms in the building are all-gender. For questions regarding accessibility, please contact J. Soto at [j.soto@eyebeam.org](mailto:j.soto@eyebeam.org).

