

COALITION ON HOMELESSNESS, SAN FRANCISCO (COHSF) – CONTRACT POSITION OPEN FOR ART AUCTION 2021

Job Title: Art Auction Subcontractor AKA Art Coordinator

Reports to: Executive Director and Development Director of COHSF

Time Period of Work: Tuesday June 1, 2021 to Friday October 22, 2021

Salary: \$4,000 (independent contract)

Coalition on Homelessness, San Francisco was initiated in 1987 to organize poor and homeless people to create permanent solutions to poverty and homelessness while protecting the civil and human rights of those forced to remain on the streets. The driving force of the organization is low-income, homeless, and formerly homeless individuals, who make up the majority of our staff and volunteer positions, as well as our Board of Directors.

The work that we do is largely supported by our annual Art Auction, which takes place every September. The Art Auction Subcontractor AKA Art Coordinator is the main coordinator for art procurement our annual Art Auction, and will solicit, price, and install the art for the Thursday September 9, 2021 exhibit at SOMArts. This year we anticipate an in person event. We may utilize our past coordinator from last year and the year prior for co-ordination of this event.

If you are interested in this position, please email a cover letter and resume to oglowacki@cohhsf.org, our Development Director, Olivia Glowacki. For questions, please call 415-346-3740 x 303.

Duties

- Promote the event within artist communities through media/publicity campaign(s) and in person interfacing with artists
- Design exhibition floor plan; Design art auction display for live and silent auctions
- Work with donors, artists and Art Auction Committee (AAC) to set retail price for artworks
- Work with AAC to decide what art enters into silent and live auctions
- Design physical and digital invitations and visuals for promotion of the event
- Create a printed program for event that includes artist bios and information on artworks
- Collect 150+ artworks for auction from artists, galleries and collectors, ensuring contracts are filled out
- Create and build current artwork database with lot numbers, artist information, and tags for identifying artwork in gallery
- Help coordinate volunteers to support on the night and to assist with install
- Brief the auctioneer on artist biographies and artwork information for live auction pieces
- Coordinate pick-up of artwork, including sold/unsold (COHSF will assist with transport if necessary)
- Evaluate the event with AAC, Executive Director and Development Director
- Post-auction work i.e. coordinating payouts, communicating with artists to retrieve unsold art
- Work closely with Development Director on related activities as needed
- Draft, send out "Thank You" letters to participating artists
- June 17 to mid-July and mid-September to October 18, work out of the COHSF office twice/week to communicate with Development Director and Executive Director
- Mid-July through mid-September, work out of the COHSF office as needed to ensure a successful event

Minimum Qualifications

- iMac literate with working knowledge of Microsoft Office and database programs.
- Previous experience soliciting art and curating art exhibitions
- Previous experience working with artists and collectors in the San Francisco Bay Area

Desired Qualifications

- Photoshop and In-Design proficiency
- Driver's license and access to a car
- Event coordination and art installation experience

Special consideration is given to applicants who have experienced homelessness and/or have long-term connections to San Francisco. Please submit your resume and cover letter to oglowacki@cohsf.org by Tuesday June 2, 2021 at the end of day (5pm).