

COALITION ON HOMELESSNESS, SAN FRANCISCO (COHSF) – CONTRACT POSITION OPEN FOR ART AUCTION 2023

Job Title: Art Auction Subcontractor AKA Art Coordinator

Reports to: Executive Director and Development Director of COHSF

Timeline: Thursday, June 1 to Friday, October 20, 2023

Salary: \$5,500 - 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.

Our work is largely supported by our annual Art Auction, which takes place early in September. The Art Auction Subcontractor AKA Art Coordinator is the main coordinator for art procurement for our annual Art Auction and will solicit, price, and install the art for the Thursday, September 7, 2023 exhibit at SOMArts. This year we do anticipate an in-person event.

Responsibilities

- Work with donors, artists, and Art Auction Committee (AAC) to set the retail price for the artwork
- Work with AAC on decisions for selected artworks for the silent and live auctions
- Design physical and digital invitations and visuals for the promotion of the event
- Create a printed program for the event that includes artist bios and information on artwork
- Collect 150+ artworks for auction from artists, galleries, and collectors, ensuring contracts are filled out
- Coordinate drop-off of artwork at the Coalition or alternatives to best accommodate a timely receipt of pieces
- Create and build an artwork database of the donated/submitted artworks with lot numbers, artist information, and tags for identifying artwork in a gallery
- Design exhibition floor plan and the art auction display for live and silent auctions
- Promote the event within artist communities through social media and in-person
- Help coordinate volunteers to support on the night and to assist with the 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, and send out “Thank You” letters to participating artists
- Mid-July through mid-September, work out of the COHSF office as needed to ensure a successful event

Qualifications

- iMac literate with working knowledge of Microsoft Office and database programs
- Previous experience working with artists and collectors in the San Francisco Bay Area
- Previous experience soliciting art and curating art exhibitions
- Event coordination and art installation experience
- Photoshop and In-Design proficiency encouraged
- Driver's license and access to a car preferred

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 **Carlos Wadkins at cwadkins@cohsf.org by Friday, May 19th**