



The Fabric Workshop and Museum

Project Coordinator

The Fabric Workshop and Museum (FWM) is an internationally acclaimed Artists-in-Residence (AIR) program and contemporary art museum in Center City, Philadelphia. Founded in 1977, FWM encourages artists at all stages of their careers to experiment with new materials and new media in a veritable living laboratory. FWM is easily assessable via public transit and is steps from Reading Terminal Market and blocks from Chinatown and historic City Hall.

FWM seeks a Project Coordinator who will be the lead collaborator for assigned AIR projects with experience in managing art projects for museum exhibitions and extensive knowledge of contemporary art and art practices. In addition to AIR projects, this studio position will support the technical, conceptual, and administrative aspects of all Studio productions. S/he/they must have excellent management, organizational, and communication skills, and a strong ability to collaborate as part of a team.

This position requires collaboratively working with artists, allowing for an experimental spirit in leading projects by working closely with an in-house exhibition and studio team; researching and finding resources to support the direction of the project; working with fabricators and managing contractors; managing project budgets and schedules with excellent organizational skills.

Ideally, the position favors candidates grounded in sculptural practices with extensive knowledge of a wide range of materials and methods, as well as creative problem-solving skills. Training in textile and screen-printing repeat design will occur as needed.

This position reports directly to the Director of Studio Operations and works closely with FWM's Chief Curator & Director of Curatorial Affairs and all members of the Studio department.

SALARY + BENEFITS: This full-time (40 hours per week, M–F, 10 am–6 pm) position takes place onsite. The salary range is \$50,000– 55,000 annually, and benefits include medical, vision, and dental, access to retirement savings, vacation time and sick/personal days, paid holidays, access to an employee assistance program, FWM membership, FWM Museum Shop employee discount, American Alliance of Museums membership.

POSITION SUMMARY

The Project Coordinator manages Artists-in-Residence (AIR) projects as assigned, coordinating the Fabric Workshop and Museum (FWM) Studio team in handling technical, conceptual, and administrative project components. The Project Coordinator also assists with projects coordinated by other Studio staff. Additionally, they manage and assist printing productions,

artist multiples, and other productions while participating in general Studio matters, including maintenance of the Studio facilities.

RESPONSIBILITIES

- Manages assigned AIR projects—from the Studio perspective—including planning, project development, experimentation, and implementation.
 - Works closely with the Executive Director, Exhibitions department, and Director of Studio Operations to manage AIR exhibitions, including exhibition planning and design, arranging photo documentation, art installation, packing/crating/shipping coordination, and contract details.
 - Communicates directly with AIRs.
 - Researches materials and fabrication processes to bring AIR projects to fruition.
 - Coordinates staff participation for their assigned AIR projects, including research, fabrication, and technical, conceptual, and administrative aspects of AIR projects.
 - Works with other departments as necessary on fundraising and in-kind support, logistics, marketing, documentation, and employing contractors.
 - Works with Executive Director, Studio staff, and Exhibitions department to adhere to project budgets, and communicates with the Finance department, as necessary.
 - Communicates updates on AIR projects to the Executive Director, Chief Curator, and other departments.
- Participates in Studio-wide and Museum-wide planning processes, as appropriate and as assigned by Supervisor.
- Assists other Studio staff with their assigned AIR projects, including research, design, production, art installation, packing, and shipping.
- Assists with screen printing, dyeing, and sewing for projects and production for Museum Shop.
- Assists other staff with projects, such as apprentice and educational programs, and general Studio matters.
- Manages Studio contractors, interns, and apprentices.
- Maintains Studio facilities—especially construction/sewing studio.
- Supports adherence to organizational mission in all activities, which is informed by extensive knowledge of FWM's institutional history, including past projects and emerging trends in the field.
- Attends and assists at FWM special events, programs, and meetings.
- Performs other related duties as assigned by Supervisor.

COMPETENCIES

- **Problem Solving**—Generates creative solutions; Translates concepts and information into material form; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail; Identifies and resolves problems in a timely manner; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Innovation**—Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative

approaches and ideas; Presents ideas and information in a manner that gets others' attention.

- **Project Management**—Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Technical Skills**—Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Oral + Written Communication**—Speaks and writes clearly and persuasively in positive or negative situations; Presents numerical data effectively; Varies writing style to meet needs; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings; Able to read and interpret written information.
- **Teamwork**—Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Safety and Security**—Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

QUALIFICATIONS

- BFA or equivalent years' experience required; MFA is a plus.
- Minimum of 3 years' demonstrated history of leading and managing teams, from artist project conception through implementation.
- Comprehensive knowledge of contemporary artists and practices is a requirement.
- Experienced fabricator and builder, utilizing both conventional and unconventional materials. Wood working/construction skills, sewing skills, expertise with silkscreen, textile printing and repeat pattern design in both pigment and dye are also a plus.
- Creative problem-solver and resourceful; must be able to research and source new supplies and industry partners.
- Excellent oral and written communication skills.
- Strong organizational skills with an attention to detail; capable of multi-tasking and meeting tight deadlines.
- Ability to compile, analyze, and report project results along with forwarding plan projections and updates; keep and organize records of projects.
- Ability to manage multiple projects effectively.
- Diligent and persistent in follow-up and completion of multiple projects by monitoring each participating department and staff, including apprentices and contractors.
- Self-motivated, flexible, and dedicated.
- Ability to work independently and collaboratively.
- Knowledge of Microsoft Office, Adobe Creative Suite, and digital imaging is necessary; experience with 3D modeling software is a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequently required to stand
- Frequently required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items up to 50 pounds
- Occasionally exposure to wet and/or humid conditions (non-weather)
- Occasionally work near moving mechanical parts
- Occasionally work in high, precarious places
- Occasionally work around fumes, airborne particles, or toxic chemicals
- Occasionally exposure to outside weather conditions
- Occasionally exposure to extreme heat or cold (non-weather)
- Occasionally loud noise (examples: metal can manufacturing, large earth-moving equipment)

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Interested candidates should address a letter of interest, resume, portfolio (website or single PDF containing 10 images with corresponding title/descriptions, year, size, and materials), and contact information for 3 references to hiring manager Nami Yamamoto, Director of Studio Operations, at opportunities@fabricworkshopandmuseum.org. Kindly include "Application: Project Coordinator" in the subject line of your email.

After applications are reviewed, selected applicants will be contacted for interviews. If you need assistance, contact Alissa Roach, Executive Assistant at 215-561-8888 x227 or opportunities@fabricworkshopandmuseum.org.

FWM's COMMITMENT

The Fabric Workshop and Museum is an Equal Opportunity Employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. FWM's culture embraces diversity within the workplace, and outside, and welcomes all candidates to apply, without fear of discrimination. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Offers of employment are contingent upon the return of a satisfactory background check.