

Position: Production Associate

Position type: Full-time based in New York City. Starting June 2024.

Salary Range: \$50-60k, commensurate with experience.

Experience required: Arts administrator with 1+ years' experience working with galleries, museums, auctions, events management, art advisory, project management or similar. Master's degree preferred.

Independent is looking for a highly organized and energetic Production Associate to help the Independent team. Duties include database management, event coordination, general administration. Candidates must have the following qualifications to apply: a minimum of 1 year experience in an arts administrative role, strong time management skills, experience with excel.

Responsibilities might include:

- Assist production & management teams in day-to-day operations
- Internal logistical coordination, tracking, and reporting for vendors and exhibitors, under direction of the Production Manager
- Upkeep administration & archiving with software including task management and database platforms
- Attend calls, meetings, + site visits as necessary
- Support in preparation, note taking and recaps
- Cross-departmental coordination under direction of department leadership
- Visiting local gallery openings and fairs
- Assisting with on-site events (ie fair operation)
- Take on tasks and projects outside of the production team as needed, especially during fair off season (Oct-Dec)

About Independent

Independent was established in 2010, with the aim of inspiring relevant art encounters for a well-informed and devoted contemporary art audience. Over the last decade, Independent has become an internationally recognized resource for galleries and audiences who prioritize discovery and context, in contrast to the standard commercial fair. Due to Independent's unique model, our audience is tailored to connoisseur-based collectors and institutions. Independent art fairs are now held twice annually in May at Spring Studios, and in September at the Battery Maritime Building at Cipriani South Street. Additional projects include a New York Gallery History Project in collaboration with the Contemporary Art Library; Art Market Reports; commissioned editorial; podcasts; and a consultancy providing operational and marketing assistance to galleries and other arts organizations.

Independent is an equal opportunity employer. To apply, email your resume and brief cover letter to contact@independenthq.com with the subject line "General Associate".