



Artspace Projects, Inc.  
250 Third Avenue North  
Suite 400  
Minneapolis, MN 55401

Artspace maintains  
additional offices in  
New York City and  
Washington, D.C.

[artspace.org/consulting](https://artspace.org/consulting)

612 / 333 / 9012

**Job Title:** Consulting Coordinator  
**Position Type:** Full-time, Salaried/Benefits

## Artspace Overview

Artspace's mission is to create, foster, and preserve affordable and sustainable space for artists and arts organizations.

Artspace Consulting helps organizations and municipalities plan the spaces they need to deliver programs and services to their communities. We combine the tools of real estate with an understanding of the creative sector to provide technical assistance, feasibility, and coaching services. Whether it is a mixed-use development or a long-term lease, we help our clients create spaces that are sustainable, affordable, and equitable. We have advised over 300 communities and arts organizations, helping them advance their own projects that will serve creative communities for years to come.

Artspace Consulting is a division of Artspace, the nation's leading nonprofit developer for the arts. We're a unique organization made up of passionate people from all sorts of backgrounds – developers, architects, artists, urban planners, activists, bankers, writers, arts administrators – and we all share a passion for Artspace's mission and the communities we serve.

## Job Description

**Job Title:** Consulting Coordinator

**Classification:** Full-time position with benefits. This position is hybrid due to COVID-19. Applicants can expect to work remote and at our Minneapolis office.

## Job Summary

We are looking to fill the role of Consulting Coordinator with someone who can act as the administrative switchboard operator for all consulting projects, the wrangler of schedules, and the first point of contact for new inquiries, among other things.

Everyone here wears multiple hats, so the ideal candidate is a flexible multitasker. Because the consulting team works on several projects and programs across the country at the same time, we are looking for someone who can work independently, communicate well, and flex those above-average organizational and time-management skills.

## Compensation & Benefits

- **Salary:** Annual salary range between \$38,000-\$45,000
- **Benefits:** Medical and Dental care, 403(b) Savings Plan (employer match after one year), Health Savings Account (HSA), Paid Time Off (PTO), and more
- A fun and engaging work environment!

Artspace provides equal employment opportunities for all persons regardless of race, creed, color, religion, national origin, marital status, sexual orientation, or status with regard to public assistance, disability, sex, or age.

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## Responsibilities

- **Project Management**
  - Oversee annual calendar of clients and programs (approximately 30-40 per year) to ensure manageable new client scheduling and team assignments using project management software
  - Manage calendar for travel, meetings, and conference calls
  - Coordinate occasional tours of Artspace properties
  - Schedule and provide technical support on videoconference calls
  - Coordinate logistics for virtual and in-person program workshops
- **New Business and Contract Coordination**
  - Respond to incoming inquiries, help determine potential services, and assign to appropriate team member
  - Track inquiry status from first contact through contract execution
  - Prepare draft contracts and scopes of work, using templates
  - Coordinate contract negotiation and execution
  - Coordinate invoices and payments for contracts and vendors
- **Data Management**
  - Capture and update account information on contracts and programs
  - Maintain the digital database of contracts, reports, deliverables, and email contacts
  - Create and manage digital project folders to share with clients

- **Communications Support**
  - Format and assemble presentation slides, newsletters, reports, proposals, and other documents
  - Proofread documents and deliverables
  - Coordinate with communications department for consistent branding and messaging
  - Provide insight into new ways of communicating the services and stories of Artspace Consulting
- **Documentation**
  - Take minutes at board committee meetings and program workshops
  - Track consulting benchmarks for annual reporting

## Skills and Qualities that We Value

- Excellent communication – written, in person, on the phone, and via videoconferencing
- Project management – with the ability to organize work and manage multiple and sometimes conflicting deadlines and priorities
- Savvy on the computer – we use Microsoft Office for Mac, Adobe Suite, Google Suite, Dropbox, PowerPoint, TeamGantt, and InDesign
- Professionalism – a punctual and responsive self-starter who works well in a fast-paced environment
- Positive attitude – we enjoy working across regions and cultures and hope you do too
- Creative thinking and problem solving – we work as a team and value new ideas to respond to the needs and creative visions of our clients
- Awareness and respect – we approach affordable space through the lens of diversity, equity, inclusion, and access



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## COVID-19 Policy

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The health and safety of visitors and staff at Artspace are the most important priority as we reopen our facilities and maintain our operations.

Artspace has adopted a policy of mandatory vaccination to safeguard the health of our staff from the hazard of COVID-19, while also combating the spread to employees' family members, guests, business partners, and the communities in which Artspace engages.

When working on-site, we require masks in common areas and to maintain physical distancing.

## How to Apply

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This position is considered open until filled and Artspace will consider candidates on a rolling basis. Please send a resume, cover letter, and presentation or report design sample via email or mail to:

**Connor Robinson**

[connor.robinson@artspace.org](mailto:connor.robinson@artspace.org)

Email subject line: Artspace Consulting Coordinator

**RE: Artspace Consulting Coordinator**

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