

# Guest Artists Space Foundation

## Residency & Project Coordinator - Job Description

**Role Purpose:** Working with the Managing Director and the wider team to coordinate, plan and deliver events, programmes, audiences, artist logistical support for the Guest Artists Space (G.A.S.) Foundation, Lagos, Nigeria.

**Details:** Full time – immediate start (initial flexibility for the right candidate)

**Location:** Based in Lekki, Lagos.

**Compensation and Benefits:**

- Competitive salary, commensurate with global firms
- Pension contributions, Life / Health Insurance, Holiday allowance

**Responsible to:** The Managing Director (MD) of Yinka Shonibare Foundation (UK) and Guest Artists Space (G.A.S.) Foundation Directors

**Organisation Info:** <https://www.guestartistsspace.com>

Guest Artists Space Foundation (G.A.S.) was established in 2019 by internationally acclaimed artist Yinka Shonibare CBE and a small board of trustees as an arts and education led non-profit in Nigeria. It encourages cultural exchange and promotes mutual understanding of cultural differences between Africa and the rest of the world through offering studio and research residencies and public programmes for those working in creative and ecological fields.

### Role Summary

Guest Artists Space (G.A.S.) is looking for a Residency & Project Coordinator to provide logistical and programme support to the residential and public programme at our sites in Lagos and the farm in Ijebu. You will liaise and work closely with our partner organisation Yinka Shonibare Foundation and their managing director based in the UK, in the planning and delivery of the residencies and public programmes.

### Accountabilities:

- You will oversee the daily operations of the residencies and space in Lagos and Ijebu and all related public programs and events, including but not limited to talks, workshops, film screenings, exhibitions, and our launch events.
- Lead the artist liaison and pre-residency planning to ensure best-fit infrastructure and logistical support for each resident.
- Programme the stay for residents: arrange travel, provide on-site support and access to materials, resources etc. ensuring they have a high quality, safe and productive experience.
- Communicate daily with the residents, support their needs and actively seek feedback from them

- With the G.A.S / Y.S.F. directors coordinate all logistics and production for public and educational events such as talks, workshops, film screenings, exhibitions, seminars and other community programmes as directed
- Write offer letters, residency agreements, operating and area guides.
- Carry out wrap reports and evaluation and monitoring of programmes on behalf of G.A.S. / Y.S.F. and it's partners
- Assist with project finance management using Xero, basic bookkeeping input, invoicing, prepare detailed expenditure budgets and reports according to G.A.S. policies and procedures
- Maintain program recordkeeping, communications database functions, archiving of residencies and program content
- Working with the marketing and communications colleagues, you will raise the profile of the G.A.S. Nigeria through consistent reporting of our programme activity on internal media, updating events calendar, as well as externally through website and social media
- Working with other members of the team, the post holder will expand knowledge of the Nigerian arts sector, research possible partnerships with community members and institutions
- Develop and sustain relationships with key practitioners, project stakeholders, and organisations, including both established and emerging talent in Nigeria.
- Respond to ongoing general enquiries and proposals from artists
- Be prepared to work outside of normal office hours in the delivery of events and project activities

### Essential Requirements

- Bachelor's Degree from a recognised institution or five years' relevant experience in lieu
- At least three years' recent professional experience of working in a creative, producing, programming or project management capacity in the Arts sector in Nigeria, ideally with international links
- Excellent command of written and spoken English, copywriting and proofreading skills
- Knowledge of Nigerian and wider African arts and cultural sector
- Experience of delivering projects and managing budgets
- Role holder must have existing rights to live and work in Nigeria.
- Thorough, with strong attention to detail, high level of accuracy and strong problem-solving skills
- Excellent record keeping and administrative skills
- Computer literacy, Office Suite, Adobe, social media and blogs/websites
- A good network of relevant contacts and local stakeholders
- A flexible/versatile approach to ensuring every residency and project's success



This job description sets out the main requirements of the post but is not prescriptive nor an exhaustive list of duties and responsibilities. The post holder is expected to work flexibly within the general provisions of this job description. Other duties which are considered to be within the general remit of this role may be assigned either permanently or temporarily.

For further information on the organisation and its partner:

[guestartistsspace.com](http://guestartistsspace.com)

[yinkashonibarefoundation.com](http://yinkashonibarefoundation.com)

Please also see social media links on the site.

### **Application Process**

Individuals interested in applying must submit a cover letter and resume as one pdf via email to [info@guestartistsspace.com](mailto:info@guestartistsspace.com)

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1. Cover letter with specific examples of what you have done and how you believe this demonstrates that you meet the requirements. (No more than 2 pages of A4 or 1000 words)
  2. CV with two professional referees (references will only be taken for shortlisted candidates)

**Deadline for applications: 7<sup>th</sup> February 2022**

We are looking for someone for an immediate start but with flexibility for the right candidate.

We will only contact those applicants we are interested in interviewing via email.

G. A.

S. GUEST, ARTISTS,  
SPACE,  
FOUNDATION

WEB [www.guestartistsspace.com](http://www.guestartistsspace.com)  
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