

Visual Arts Coordinator

Real Art Ways | Hartford, CT | Part-Time

Real Art Ways is looking for a Visual Arts Coordinator to join our team. This is a part-time role (10–20 hours per week) for someone who is organized, curious, and genuinely excited about contemporary art and the people who make it.

Unlike a traditional museum, Real Art Ways doesn't have a permanent collection — new music, performance, and art are always coming through our doors. We present all kinds of creative expression and support new ideas, experiments, and risks. If you thrive in a dynamic environment where no two weeks look the same, this might be the right fit.

What You'll Do

This role supports the planning and execution of our visual arts programming, but, at Real Art Ways, responsibilities often overlap so flexibility and a team-first mindset go a long way. Day-to-day, you can expect to:

- Handle scheduling and logistics for visual arts programming
- Communicate and coordinate with artists, curators, and collaborators
- Maintain and update artist files, exhibition materials, and archives
- Research artists, exhibitions, and regional arts events
- Update website content and relevant archival information
- Design layouts for published and printed materials
- Collaborate with the Director of Marketing on communications
- Assist with general administrative tasks as needed
- Manage and organize data of proposals and applications

What You Bring

- A deep curiosity of intellectually creative pursuits
- Strong organizational, communication, and interpersonal skills
- Proficiency in Adobe Creative Suite (InDesign, Photoshop, Lightroom, Premiere Pro) and Google Workspace (Docs, Sheets)
- A self-driven work style; you don't wait to be told what needs doing
- A commitment to community engagement and service
- An open mind and willingness to pitch in beyond your defined role
- Experience working in an art gallery or museum is a plus, but not required

Compensation & Schedule

\$20-\$25 per hour, commensurate with experience | part-time employment

Real Art Ways is committed to building an inclusive team that reflects the diversity of the communities we serve. We encourage candidates of all backgrounds to apply.

To apply, please send a resume and memorable cover letter that explains your interest to:

palbano@realartways.org