



VACANCY COLLABORATOR PRODUCTION 100 % OR 80%

wpZimmer is a space for research and creation. It's a place where interdisciplinary artists can build their practice, taking in consideration all aspects of an artistic trajectory.

It's a space to take time and risk, to experiment alternative artistic logics, to transform business as usual and tailor structures of difference.

wpZimmer wants to unfold pathways to create, to share artistic work and to exchange practices. It wants to experiment different ways of being together. We can count on a lively international network and engage actively with local, national and international partners

We are currently transforming towards a collective governance structure. To reinforce our team we're looking for a production collaborator with artistic empathy, interpersonal and practical talent. The range of tasks includes:

RESIDENCIES

The residency program provides artists with time, space, technical support and dialogue. The residency program is embedded in wpZimmer's understanding of reciprocal commitment.

wpZimmer hosts around 50 residencies per year.

Tasks:

- ▶ coordination of the call for residencies in collaboration with the curatorial team.
- ▶ coordination of the residency calendar in collaboration with the curatorial team
- ▶ administration: residency contracts, invoicing, etc

Hosting:

- ▶ welcome residents and show them around
- ▶ collecting practical information (arrival times, rooms, dietary requirements, ...)
support productional needs of residents
- ▶ coordinate technical requirements with house technician.
- ▶ dialogue & exchange in collaboration with the curatorial team
- ▶ organizing showings (formulate invitations, connecting to the network, ...)
- ▶ feedback and dialogue with residents
- ▶ Coordination of collecting, sharing and archiving residency traces

WP ZIMMER

TRAJECTORIES

wpZimmer engages into a long-term relationship with eight artists. The objective is to develop their artistic practice and empower them to organize themselves. The approach is always flexible and tailored to their specific needs. It includes an artistic dialogue, financial and production management and diffusion or network support.

In collaboration with the staff and curatorial team your tasks would be:

- ▶ Pre-production
 - ▶ coordinate the search for partners, presentations, residencies, ...
 - ▶ drawing up subsidy applications
 - ▶ preparation of project budget
- ▶ Production
 - ▶ Managing production schedules and performances
 - ▶ Managing the artists' budgets (research, production, etc.).
 - ▶ Making financial arrangements with employees, partners, venues
 - ▶ Drafting of various agreements: co-production, performances
 - ▶ Administrative preparations: expense reports, per diems, etc.
 - ▶ Practical organization of the work process: planning, travel, accommodation, etc.
 - ▶ Monitoring of the process and sparring partner for the artist during creation
- ▶ Post-production
 - ▶ developing & executing a plan for distribution
 - ▶ Tour management (call sheets, accompaniment of tours, ...)

LEARNSCAPE

From 2020 onward wpZimmer wants to evolve from a service-providing organisation to a peer-learn-ing-platform. Concretely this learnscape will result in collective sessions, freely accessible documentations, reflection moments, ...around shared questions related to the practical skills and artistic knowledge needed for artistic practices to deepen in relation to the social, economical and environmental realities with which they are entangled.

The learnscape and its archive are maintained, stimulated and facilitated by the shared governance model of wpZimmer. The five curatorial voices care for the Learnscape and build up productive conditions for its development.

In close dialogue with the curatorial team your tasks would be:

- ▶ To plan & support the organization of the learnscape, reflection moments, public events, practical learning sessions, ...
- ▶ To coordinate the documentation, sharing of traces & archiving of the learnscape



PROFILE

- ▶ you are an organizational talent and have experience in administration
- ▶ you're precise and good in multitasking & planning, proactive, structured & inventive
- ▶ You have a sense of responsibility and think solution-oriented
- ▶ You have a strong interest in the artistic work that wpZimmer supports and an affinity with development-oriented work and you have an understanding of artistic processes
- ▶ You're a smooth communicator with a sharp pen
- ▶ You can work in a team as well as independently.
- ▶ You have a good knowledge of Dutch and English. Any other language is a plus.
- ▶ Occasional evening and weekend work isn't a problem for you
- ▶ Living in Antwerp is an asset

WE'RE OFFERING:

- ▶ a varied job in an arts organisation in full transition
- ▶ A full-time or 80% contract from September 2020 onwards
- ▶ Wages according to the CAO Podiumkunsten (category B), maaltijdcheques and cell phone subscription
- ▶ commuting allowance for public transport or bicycle

HOW TO APPLY:

Please send a detailed motivation letter of minimal 1 A4 with your vision on the position and CV to Helga Baert before the 26th of June 2020 > helga@wpzimmer.be. Additional questions can be addressed to Helga as well.

The interviews will take place on Tuesday the 30st of June.

Candidates will be selected on the basis of their qualities and skills, regardless of age, gender, origin or limitations.