



ARC Seeks Consultant to Support Launch of New Initiative

About Organization

ARC is a non-profit founded in 1962 and committed to supporting collaborative community for those who cultivate embodied and just ways of knowing and being through artistic and spiritual practices. ARC works to build a just world where creativity and spirituality work together to promote the flourishing of all creation. Currently, ARC is in the midst of an organizational transformation that includes increased focus on resourcing communities and providing individuals with a platform for their gifts and talents to become more accessible to a larger audience.

Position Summary

ARC Studio is a new web-based initiative that is part of ARC's renewal. This is a contract position for a creative self-starting consultant to assist ARC's Executive Director (Callid Keefe-Perry) in launching the ARC Studio, a project meant to provide an online platform to support developing a larger audience for artists and academics whose work is at the intersection of the arts and spirituality. This is an opportunity to contribute at the very beginning of a new initiative. The ideal consultant will be someone (a) interested in the intersection of the arts and spirituality, (b) who has established networks within North American faith communities and the academy, (c) has demonstrated technical savvy sufficient to coordinate website design with another design consultant, and (d) will be looking for a contract of 5-10 hours per week beginning Oct. 1 and running through June 28 of 2019. You will be engaged as an independent contractor, not as an employee.

Required Skills and Experience

- Understanding and affirmation of the importance of the mission and vision of ARC
- Strong desire to work with artists, faith-based community leaders, and academics, as well as the ability to get them excited about collaborating with ARC
- Inclination and ability to independently research or find answers to questions encountered in the course of contracted work
- Willingness to adapt and learn new skills
- Extremely well-organized
- Comfortable working with collaborators that primarily meet online
- Proficiency in Google Suite products
- Technical proficiency and savvy sufficient to effectively coordinate and communicate with website designers
- Experience with social media analytics
- Ability to manage multiple tasks, involving complex and varying problems
- Strong verbal and written communication skills
- Ability to work both independently and as part of a team



Position Preferences

- Previous experience with ARC
- Comfortable working with volunteers and experience doing so
- Based in the Northeastern region of the US
- Knowledge of and/or experience with the practices of one (or more) faith traditions in the US
- Knowledge of and/or experience with US artists working in one (or more) media

Payment

ARC agrees to pay a total fee of up to \$12,000 for your work as a consultant from Oct 1 - June 28, 2019 or until completion of the project responsibilities, whichever comes first. Payment is estimated for up to a total of 400 hours of work at \$30 an hour. Payments will be based on monthly-submitted invoices which detail time spent and work accomplished. Payments will be reported to the Internal Revenue Service as directed by its code. A copy of an Internal Revenue Service 1099 will be furnished to you at the end of the 2018 and 2019 calendar years.

If Interested

Email Jobs@ArtsReligionCulture.org by Sept. 21 with the subject "ARC Studio Setup Consultant." Include in the email

1. A copy of your resume and/or link to your portfolio
and
2. Either (a) a one page cover letter or (b) a link to a 4 minute or less video recording containing an explanation as to why you are interested in, and right for, the position.

For additional information and/or to discuss the position in advance of submitting your email as above, contact Callid@ArtsReligionCulture.org.