

Director of Archives and Communications
The Felix Gonzalez-Torres Foundation
(New York, NY)

The Felix Gonzalez-Torres Foundation is seeking a highly motivated, idealistic, conceptually rigorous, and extremely organized individual, to act as a hands-on Director of Archives and Communications. The ideal candidate will have prior gallery experience and an extensive background with artist archives. Specific technical knowledge of image archiving would be a plus. The unique nature of Gonzalez-Torres' work means that it continues to actively evolve and change even past the artist's lifetime and consequently the Foundation acts not only as a guardian of the artist's work but also as an active organization to promote and clarify the ideals and intentions of the artist.

In addition to a deep knowledge of archival best practices, we are looking for an individual who is exceptionally sharp, forward-thinking and engaged. The ideal candidate will be a flexible thinker who has a passion and a mind for the nuances of conceptual work and the unique malleability of Gonzalez-Torres' oeuvre. The Foundation is made up of a small staff and therefore requires an individual to both be a leader and a person willing to take on both complex and simple hands-on work.

There are two primary facets of this position. One is the ability to envision and understand the long term practical needs and goals of the Foundation, create a priority structure, and see projects through in a meaningful capacity. In consideration that, in many cases, individual works by Gonzalez-Torres vary from exhibition to exhibition, the tracking and maintenance of such archives are central to the nature of the work.

Simultaneously, this is a hands-on position involving the day to day implementation and execution of tasks. Among others, a significant part of this half of the position will be the composition and maintenance of "case studies": detailed record keeping of the specific instances of the interpretation and manifestation of Gonzalez-Torres' work. These studies serve as both a historical record and a guide for the future and the candidate should be able to understand and foresee future long term use of these studies.

Other operational tasks will include fielding and fulfilling requests for image reproduction thoughtfully, with a deep understanding of context, and through the filter of the Foundation's larger agenda, as well as maintenance of the database. The candidate will work comfortably and efficiently with other colleagues at all levels and will be able to effectively manage, oversee, and implement an intern

program or any additional staff, as required.

This individual must be detail oriented with the ability to balance many different projects at once by prioritizing and multi-tasking. Extremely strong written and verbal communication skills are imperative. The candidate must have a solid knowledge of FileMaker Pro databases, both basic usage and customization. An ability to build and customize FileMaker Pro databases is a plus.

Salary commensurate with experience.

Please email resume and cover letter to: applicants@felixgonzalez-torresfoundation.org

NO PHONE CALLS

www.felixgonzalez-torresfoundation.org

www.andrearosengallery.com