

LOCAL LANGUAGE: PROJECT COORDINATOR

Exciting, multi-faceted role, working alongside talented creatives on incredible commercial projects.

Local Language is an Oakland-based creative studio that curates, conceives, and creates custom art collections for commercial spaces. We are visual artists, art consultants, designers, and extraordinary makers - and the art collections we create tell the story of each community and location.

This position is not remote, and requires in-person participation in our unique Oakland design studio and fabrication shop.

We are seeking a Project Coordinator who is process-driven, highly detail oriented, organized, and is comfortable with multitasking many ongoing tasks. This position would suit a creative looking to work in the art world and relish the responsibility of helping art consultants achieve great results for our clients. The person is a doer, roll your sleeves up type, who can pitch in and add value to the team. You will be supporting the Art Consultant with all aspects of the project from A to Z.

Key Responsibilities

- Project Management – organize information, collaborate internal teams and external vendors, communicate updates and statuses to stakeholders to ensure schedules stay on track
- Assist with writing artwork descriptions and Framing Design
- Support Art Consultants with design submittals and processing approvals
- Maintain our Design and Sample Library
- Project Documentation: Art Labels, Photos, Shipping documents
- Provide administrative support & coordination, following up with vendors, confirming schedules
- Coordinate and track freight shipments
- Research materials and order samples from material suppliers
- Excellent written and verbal communication skills; customer service focused responding in a timely manner
- Support other colleagues when possible, providing timely answers to requests, run errands and help where needed

Core competencies and experience required to excel in this role:

- Extremely high attention to detail and ability to multitask
- Strong communication skills (written & verbal)
- High proficiency in the Microsoft Office Suite, Excel expertise required
- General computer skills: PC environment, MS Office, Google Drive, Adobe Acrobat
- Excellent organizational capabilities with a high degree of prioritization
- Willingness to jump in and help where needed
- Must have reliable transportation to get to and from work
- Physically able to be on your feet and carry small boxes from UPS/FedEx
- Strong interest in art and design is required and must have an awareness for good design aesthetic, experience with picture framing design is helpful

Additional Information & Benefits:

- Full-time w/ benefits (healthcare, vacation, 401k)
- Hours of operation: Monday-Friday, 8:30am-5:00pm
- Hourly, non-exempt; \$24-26/hour

For consideration, please submit your resume with cover letter and "PROJECT COORDINATOR" in the subject line to employment@locallanguageart.com.

We will be screening emails and replying to qualified candidates.