

Job Title: Coordinator – Yaa Asantewaa Art Prize
Location: Accra, Ghana
Reports to: Accra Gallery Manager and Art Prize Director.
Type: Part Time/ Full-time

About Us: Gallery 1957 is a contemporary art gallery located in the heart of Accra, dedicated to showcasing innovative art by emerging and established artists from Africa and beyond. We provide a platform for cultural exchange through exhibitions, residencies, and participation in international art fairs. Our team is committed to creating a dynamic and collaborative environment where creativity and professionalism meet. We are looking for a highly motivated Social Media Guru to join our team and take our digital presence to the next level.

Job Overview:

We are seeking a highly organized, creative, and proactive coordinator to oversee the operational, administrative, and promotional aspects of the Yaa Asantewaa Art Prize. This role requires strong project management skills, excellent communication, and a passion for the visual arts. The Coordinator will work closely with artists, jury members, sponsors, and Gallery 1957 staff to ensure the smooth execution of the Prize and its associated exhibitions.

Key Responsibilities:

- Coordinate all stages of the Prize cycle: calls for submissions, jury review, artist communications, exhibition planning, and prize announcements.
- Serve as the primary point of contact for artists, jury members, sponsors, and internal teams.
- Manage project timelines, schedules, and event logistics efficiently.
- Design promotional materials (digital and print) in line with the Prize's branding.
- Assist with marketing efforts, including social media, newsletters, and press communications.
- Support curatorial and programming activities related to the Prize and exhibitions.
- Maintain accurate records, databases, and project tracking using tools such as Microsoft Excel.
- Ensure all activities adhere to deadlines, budgets, and quality standards.

Required Qualifications and Skills:

- Proven experience in coordination, administration, or project management roles.
- Background in graphic design with strong presentation skills.
- Proficiency in Microsoft Excel and basic project management tools.
- Proficiency in managing Instagram, including content creation, scheduling, posting, and community engagement to build a strong online presence.
- Strong research skills — able to gather, organize, and analyze information to support programming, artist outreach, and promotional strategies.
- Excellent communication, interpersonal, and organizational skills.
- Self-starter with attention to detail and ability to multitask.
- Deep passion for visual arts and understanding of the Ghanaian art scene.
- Creative thinker who can work independently and collaboratively.
- Ability to build strong relationships and communicate effectively with artists, partners, and team members.

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Gallery 1957, I, II and III Accra
Kempinski Hotel Gold Coast
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Preferred Qualifications:

- Experience in arts, cultural institutions, or event management.
- Familiarity with Adobe Creative Suite, Canva, or other design tools.
- Knowledge of contemporary African art trends and networks.

Why Join Us?

- Play a pivotal role in supporting a Prize that celebrates women artists of African descent.
- Work in a vibrant and dynamic contemporary art environment.
- Collaborate with a talented, passionate team and engage with local and international artists.
- Gain exposure to global art events, exhibitions, and professional development opportunities.
- Competitive compensation and a chance to make a lasting impact on the art community.

How to Apply:

If you are a highly motivated and organized individual with a passion for contemporary art and empowering women artists, we would love to hear from you. Please submit your CV, a cover letter detailing your relevant experience and qualifications, and any supporting portfolio or references to **info@gallery1957.com**, mentioning “**Yaa Asantewaa Art Prize Coordinator**” in the subject line.

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