



Office Administrator with the Foundation for Contemporary Art

"The FCA is essential for the artists in Ghana to create a collective voice."

Eleonore Sylla – Director
Goethe Institut Accra



"I salute you ikando. Well done! Finally a real opportunity in the arts in a developing nation. The Foundation is worth every minute of your hard work"

Ms Michaela Crimmin. –
Head of Arts – Royal
Society for the Arts –
United Kingdom

Got more questions?

Request a call back. Email call@ikando.org including your name and telephone number and we will call you back.



The Foundation for Contemporary Art (FCA) in Ghana was established in 2004 by Virginia Ryan and Professor Joe Nkrumah to create an active network and provide a critical forum for the development of Contemporary Art in Ghana.

The FCA's objectives

- Establish a public database of artists, arts organizations, art businesses, galleries, patrons, and others interested in Contemporary Art in Ghana. There are numerous individuals and groups working in Contemporary Art in Ghana. However, there is little awareness or co-operation between them. By establishing a public database of those involved in Contemporary Art FCA Ghana will be able to provide a comprehensive picture of the contemporary art world in Ghana. This can be used as an information and networking resource for artists and organizations as well as a promotional tool for marketing and tourism. The database will be presented in a web form as well as an annual catalogue.
- Create a website to promote Contemporary Art in Ghana. The FCA Ghana website will present Contemporary Art in Ghana to the rest of the world. Artists and Partners will have the opportunity to represent themselves on the site. The website will also act as an archive of Contemporary Art in Ghana. Exhibitions past and present, reviews, essays, lectures and artist lists will be presented as well as links to other Contemporary African Art websites.
- Organise exhibitions, seminars, workshops, and publications to raise the awareness of and develop the critical thinking within Contemporary Art in Ghana. There is a need to encourage the presentation of Contemporary Art in Ghana to increase its exposure in the country. FCA Ghana will organise annual exhibitions for members as well as curated exhibitions and will work with its members to organise individual exhibitions by facilitating exhibition spaces and pro-motions. We will also work with our partners in the mounting and promotion of exhibitions and programs.
- In addition to exhibitions, forums for discussion and the exchange of ideas are also necessary. FCA Ghana will work with its partners to organize seminars and workshops to foster critical thinking and professional development in Contemporary Art.
- The documentation of art events is not widely practiced and there is no publication to represent Contemporary Art in Ghana. FCA Ghana will initiate an annual publication on the State of Con-temporary Art in Ghana that will cover artists, organizations, galleries, and businesses involved in Con-temporary Art. Establish a library of arts-related texts available for consultation and research.
- As the Contemporary Art world in Ghana grows, more is written about its history and current status. These essays, books, and articles are scattered and unknown to those interested in Contemporary Art. FCA Ghana will gather and catalogue these valuable texts and, along with other art-related texts and information on International Contemporary Art, create a library available to the public. The FCA Ghana library will become an important resource for members and others interested in Contemporary Art.

The volunteer

The FCA currently only has two paid members of staff, the remaining personnel are all practicing artists or arts related people who volunteer their time. As a result they are in need of a volunteer to help with the efficient running of their office at the WEB Dubois Center. The volunteers will help with the establishment of the art-book facility, liaise with the web designer and with artists, assist with the organization and setting up of FCA exhibitions, and help project future events, from the forth-nightly meetings to possible seminars and art shows.



Office Administrator with the Foundation for Contemporary Art

"Thanks so much for all your support during my stay, you went beyond the call of duty. It was an amazing experience."

Lorna Williams



How to Apply

Please fill in the application form you have been sent and email it together with an up-to-date resume (CV) to: info@ikando.org

We will email you within 48 hours of receiving your completed application form and resume.



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www.ikando.org

The volunteer should have a keen interest in contemporary art and should aim to create a more dynamic situation in the office. The volunteer is expected to help with some or all of the following:

1. Checking that the books are in order and catalogued.
2. Preparing a professional-looking flyer which describes the aims of the book centre and asking that potential donors in the community come forward to help increase the quantity and quality of books available.
3. Keeping the website up to date. The volunteer need not have web design experience, all we ask is they help with the content.
4. Helping with the construction of the bi-weekly newsletter and drafting reports of previous FCA exhibitions.
5. Assess the general state of the image, efficiency and productiveness of the FCA.
6. Creating an efficient email list of artists in Accra and the wider art world in Ghana.
7. Setting up new projects, such as HIV and environmental arts projects.
8. Keeping a record of his/her volunteer placement to be published on the FCA website.
9. Helping with the fundraising, by writing letters and meeting with potential donors.

Accommodation Details

You will be staying at the Ikando accommodation in the centre of Accra and a 10 minute drive from the FCA offices. The accommodation is clean and furnished, with running water and electricity. You might be required to share a room with other Ikando volunteers. A cleaner will be available a couple of times a week to clean the accommodation, do your market shopping and wash and iron your clothes for you.

Project Fees

Currency	4 weeks (incl deposit)	Each additional week	Deposit
British Pounds	£ 655	£ 87	£ 150
US Dollars	\$ 1239	\$ 163	\$ 297
Euros	€ 971	€ 127	€ 234

What's included in the project fees?

- Accommodation
- Welcome pack
- \$100 donation to the host organisation.
- In-country introduction to life in Ghana.
- Airport pick-up
- 24/7 Emergency support.

What's not included?

- Flights & Visa
- Food
- Vaccinations (please speak to your local GP)
- Insurance (required)

The FCA is supported by many influential people from both the Diplomatic service and the business community in Accra. You will get to meet some very influential people and spend many of your evenings attending functions and networking. We therefore recommend you pack smart clothes.