



Position: Program Coordinator (full-time, salary, \$37k)

Office Hours: Monday-Friday, occasional evenings/weekends during events

Job Description:

Perform detail-oriented project and logistics management while delivering a broad range of mission-driven arts programs and events to a diverse audience.

Job Duties:

- Coordinate program/event logistics, including set-up/clean-up, hospitality, and volunteers.
- Maintain program schedules, timelines and hold suppliers, team members and volunteers accountable for their commitments.
- Collaborate with team members to plan and produce programs/events, fundraisers, and outreach efforts that connect to community-wide initiatives.
- Serve as the point person during programs/events, track attendance, and distribute surveys and promotional material while providing excellent customer service.
- Ensure programs/events are adequately promoted and on-brand in printed material, digital media, community radio, and community calendars.
- Communicate with contracted artists to schedule 411 Gallery install/de-install, artwork delivery/pick-up, and additional exhibition program needs.
- Actively participate in weekly and monthly team meetings, and attend other community networks as assigned.
- Build and maintain professional relationships with neighbors, community partners, sponsors, artists, independent contractors, and volunteers.
- Take on other projects as assigned by the Executive Director.

Qualifications:

2-year experience with public programs, events, or hospitality is required. The ideal candidate will be an outgoing-creative problem solver interested in community engagement and arts programming.

Must be adaptable and an excellent written communicator willing to learn new skills. Computer proficiency, including Google suite, is required.