

## **Carnegie Art Center Interim Program Coordinator**

The Carnegie Art Center of North Tonawanda, N. Y., is seeking applicants for the position of interim Program Coordinator.

The Interim Program Coordinator will handle the day-to-day business of the Carnegie Art Center while an Executive Director search is conducted, including implementation of exhibitions, classes and events.

The Carnegie Art Center provides a wide range of art shows, educational lifelong learning and entertaining programs that service all residents in and around the distinct communities that make up the 'Tonawanda's' and the greater Western New York state region.

### **GENERAL REQUIREMENTS/CONDITIONS**

- Minimum of a Bachelor's degree and at least two years successful experience, preferably in arts management or development, with demonstrated successful experience in administration and operations of a community-based fine arts program.
- Knowledge and application of a wide range of fine arts programming for youth through adults.
- Knowledge and application of quality standards for operations, program development and evaluation of volunteer staff and art program instructors.
- Experience in volunteer management, including recruiting, scheduling and tracking of volunteer service hours.
- Knowledge and application of fiscal management within a fee-based, self-sufficient programming structure; understanding and ability to follow general accounting procedures.
- Possess a customer-centered orientation to provide outstanding customer service.
- Ability to work effectively and successfully with diverse stakeholders and build positive relationships.
- Strong organizational and time management skills and high level of computer technology proficiency.
- Participate in necessary meetings, serve on various committees and attend program, organization and community events as required by the Carnegie Art Center Board of Directors.

**Reports to:** The Carnegie Art Center Board of Directors.

**Position Type:** Interim / Temporary

**Time Commitment:** up to 25 hours per week, flexible but required physical presence during art center gallery open hours Thursday's from 6 – 9 p.m. and Saturday's from 12 - 3 p.m., and all classes or events.

Interested and qualified candidates should respond with a cover letter and resume to [info@carnegieartcenter.org](mailto:info@carnegieartcenter.org) by **Wednesday, Dec. 27, 2017**.

**USPS: 240 Goundry St., North Tonawanda, N.Y. 14120**

**No phone calls.**