



The Carnegie Art Center is Hiring: Program Coordinator (Part Time)

The Carnegie Art Center (CAC) is seeking a Program Coordinator. The CAC provides a wide range of art exhibitions, educational classes 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 region.

The Program Coordinator position is a part-time position averaging 15-20 hours a week with the following schedule: Wed. 6-8PM, Thurs. 6-8PM, Fri. 12-4PM and Sat. 12-4PM. Hours may vary based on the needs of the employee and events at the CAC.

The Program Coordinator manages and implements all programs, exhibitions, events, and day-to-day operations of the Carnegie Art Center. The Program Coordinator reports directly to the CAC Board of Directors.

Specific Responsibilities:

- *Exhibitions & Events:* Responsible for collaborating with and overseeing the Office Administrative Assistant to plan successful art exhibitions and events at the CAC. Oversee volunteers to install and remove exhibitions including, but not limited to, preparing gallery and public areas. Maintain relationships with artists to complete exhibition agreements, create wall labels and printed materials, ordering vinyl lettering and inventory of food/drink for events, and coordinate staffing for events. Maintain ticketing systems for events. Maintain staffing of gallery hours including weekends.
- *Promotion:* Work with the Office Administrative Assistance to design, produce, and distribute promotional materials for exhibitions, events, and classes. Manage the website and all social media accounts, including, but not limited to, Facebook, Instagram, and Constant Contact.
- *Membership:* Work with the Membership Committee to maintain the membership database including updating, renewal notifications, thank you procedures, and event announcements. Solicit for new members.
- *Education:* Research and develop arts-based programs for a variety of populations, including children and adults.

Qualifications:

- Minimum of a Bachelor's degree and at least two years of related experience, preferably in arts management or nonprofit development, with demonstrated success in administration and operations of a community-based fine arts program.
- Knowledge and application of arts programming for youth and adults.
- Knowledge and application of quality standards for operations, program development, and evaluation of organization.
- Experience in volunteer management.
- Ability to follow basic financial procedures.
- Demonstrated ability to provide outstanding customer service.
- Ability to work effectively and successfully with diverse community groups.
- Strong organizational and time management skills.
- Flexibility to participate in necessary meetings, serve on various committees, and attend programs, organizational, and community events as required by the Carnegie Art Center Board of Directors.
- Must be proficient in Microsoft Office and social media marketing/engagement.

Interested and qualified candidates should respond with a cover letter and resume to info@carnegieartcenter.org by **Saturday, April 20, 2019.**