

Title: Community Arts Coordinator

Summary: The Creative Cube is an accessible mobile arts studio from Artists Creating Together (ACT) that will bring place-based art into every corner of our community. By traveling to schools, hospitals, care facilities, and community events, the Creative Cube will increase access to the arts for individuals of all abilities, while promoting community engagement and increasing awareness of ACT.

The Community Arts Coordinator is responsible for the planning and coordination of all operational facets of the Creative Cube, and will play an integral role in ACT's general community outreach and community events, working closely with the Executive Director and Advancement Director in fundraising, public relations, and administrative functions.

Supervises: None

Reports to: Program Director and/or Executive Director

Job Status: Full-time

Compensation: Salary commensurate with experience. Insurance, PTO, and generous holiday schedules.

Responsibilities:

Programming Responsibilities:

- Oversee all aspects of the Creative Cube programming: scheduling events; coordination of transport, storage, and event parking logistics; Cube maintenance and upkeep, tracking participants; leading art activities; managing Cube art supplies and equipment.
- Facilitate ACT's monthly Open Studios
- Lead community programming and partnership events
- Research ideas for new programs and collaboration or expansion (cost-sharing models, fee-based programming, contracts)
- Write proposals/MOUs, create budgets, invoicing
- Evaluate programs (data collection, analyzing, reporting)
- Recruit, train, place, and supervise volunteers for programs, events, and other organizational needs
- Long-term/big picture sustainable program planning and implementation

Other Responsibilities:

- Assist with public relations duties for Artists Creating Together
- Assist with ACT events as assigned, such as donor cultivation and fundraisers, including the annual Auction and Luncheon
- Assist with administrative functions of the ACT studio
- Work on special projects as assigned

Qualifications:

- Bachelor's Degree. Background in the arts (visual and/or performing), arts management, education, or non-profit management preferred.
- At least one year of experience with increasing leadership responsibilities (including program/project management and staff supervision)
- Experience working with children, youth, adults, families, and individuals with disabilities
- Enthusiasm for working with diverse populations and an understanding of, and passion for, equity and inclusion
- Experience with volunteer recruitment
- Fluency in Spanish preferred
- Strong communication, facilitation, and public speaking skills
- Effective organizational skills and time management
- Independent worker with minimal supervision required
- Experienced and skilled in the use of Microsoft applications (Word, Power Point, Excel) as well as social media. Website experience preferred
- Reliable transportation for regular travel throughout greater Grand Rapids and neighboring counties required (transportation of staff/self in addition to art supplies and artwork)
- Able to work weekly evening and weekend hours
- Able to stand and lift, as required by the job

Skills and Abilities:

- Ability to engage a wide variety of audiences
- High-energy, detail-orientated personality equipped to juggle multiple tasks at once while maintaining a warm and friendly demeanor
- Able to work in fast-paced, changing environment
- Passion, energy, and willingness to learn
- Commitment to the vision and mission of ACT

About ACT: Artists Creating Together (ACT) is a nonprofit organization whose mission is to empower individuals with disabilities to learn, grow, and celebrate through the arts.