

Program Coordinator

Rockford Area Arts Council



Program Coordinator

Full-time position

Job Description

The Rockford Area Arts Council exists to support, promote, and develop access to the arts for everyone. The arts stretch across economic and social barriers, and, through member support, the Arts Council facilitates access to the arts for children, adults, and seniors. We achieve this goal by granting money to artists and arts organizations that oversee programs for under-served communities; supporting arts education and programming; developing collaborative relationships with the City of Rockford, the Rockford Area Convention and Visitors Bureau, Transform Rockford, and regional school districts; overseeing events that showcase local talent; and advocating for the arts at the local, state, and federal level. The Arts Council is the collective voice of individual artists and regional arts organizations; We believe in the transformative power of the arts and their ability to set the tone for a city's creative and cultural infrastructure. The Arts Council utilizes our strategic partnerships every day, collaborating with municipal, corporate, and non-profit bodies to effectively serve our arts and culture community.

General Job Description:

The Program Coordinator is responsible for a variety of administrative tasks related to the Rockford Area Arts Council's programs, including, but not limited to, program planning, development, delivery, analysis, budgeting, evaluation, and supervision of program staff, instructors, and volunteers. The position also acts as liaison to other units within the Arts & Culture Sector—public agencies, schools, and community organizations as appropriate—to plan and develop collaborative programming. The position of Program Coordinator requires the exercise of considerable initiative and independent judgment. The Program Coordinator performs additional related duties, as required.

Essential Job Functions:

- Coordinate program staffing, calendar, and manage program activities, communications, supplies, and information for the Washington Park Community Center (WPCC) program
- Coordinate program staffing, calendar, and manage program activities, communications, supplies, and information for Arts Council programs, as designated by the Program Director
- Create data reports, pre-and post-programs, for grant applications, member reports, and public sharing
- Liaise with City and County officials, public and private school districts, senior living facilities, and community centers to identify and define objectives, scope, challenges, and vision for potential programs
- Provide Program Director with grant deadlines, program dates, and essential meetings
- Prepare presentations about our current programs and partnerships
- Create and maintain comprehensive project documentation, plans, and reports

Desired Qualities:

- Proficient in Microsoft Word, Excel, Outlook, Google, and PowerPoint
- Excellent writing skills
- Effective time management
- Multi-tasking + pro-active

- Demonstrate initiative
- Demonstrate stellar organizational skills
- A keen interest to work in a fast-paced, creative environment
- Enjoy people and dynamic teams with diverse experiences

Required:

- Bachelor's Degree
- Extensive programming experience
- Bilingual is a plus
- WordPress experience is a plus

Physical Requirements & Work Environment:

- Consistent on-site work for Arts Council programs involving lifting, transport, errands, etc
- Primarily office environments, with program-site requirements
- Substantial amounts of communications—email, phone, and in-person

Salary and Benefits:

- Salary range is \$39,500-\$44,500 and commensurate with experience.
- Benefits include 10 days PTO, 7 personal days, 10 sick days, 15 holidays + 1 floating holiday
- Health, Vision, Dental, ST/LT Disability Insurance
- Perks include:
 - Christmas to the New Year paid time off
 - Work from home, may be available upon request
 - Flexible time, available upon request

How to Apply:

Submit a cover letter and resume to Mary@artsforeveryone.com by July 15, 2022.