



*Protecting a Legacy ~ Promoting the Arts*

## **Arts Program Coordinator Job Description**

---

**POSITION: PT Arts Program Coordinator**

**REPORTS TO: Executive Director**

**HOURS: Flexible schedule, 20-24 hours/week on site**

**SALARY: \$17 - \$19 / hour**

---

The Oxford Community Arts Center (OCAC) is a vibrant nonprofit arts center housed in a historic building in Oxford, OH. We present visual and performing arts programs for all ages.

### **Summary:**

The OCAC seeks a dynamic Arts Program Coordinator with excellent communication skills to support and promote OCAC's mission. The ideal candidate will oversee all aspects of arts education classes and collaborate with the Administrative Team on community engagement events. The ideal candidate will be passionate about the arts, possess excellent computer skills, and be capable of working a primarily daytime schedule, with evenings and weekends required for select events and programs. This is an on-site position. Remote work is not available.

**Reporting:** Reports to Executive Director and works closely with Facilities Coordinator and Office Manager. Required to attend **Thursday staff** and monthly **Program Committee** meetings.

### **Major Responsibilities**

- **Arts Education Management:**
  - Oversee planning, delivery, and evaluation of arts education programs.
  - Recruit and oversee contract instructors; coordinate schedules and materials.
  - Manage registrations, participant communications, and attendance.
  - Assist with **After School Art** on select Wednesday afternoons.
  - Meet revenue and expenditure goals.
  - Collaborate with Executive Director to appropriately publicize programs.
  - Seek out new instructors and develop new program ideas that align with the OCAC's mission and community needs.
- **Community Event Collaboration:**
  - Partner with the Admin Team to plan, deliver and evaluate community engagement events and annual festivals.
  - Assist in logistics, including setup, breakdown, and day-of coordination.
  - Assist with day-of volunteer coordination as directed by the Executive Director.



## *Protecting a Legacy ~ Promoting the Arts*

### **Qualities**

- Exhibit enthusiasm, courtesy, adaptability, flexibility and a spirit of cooperation: able to work independently and as a team player;
- Strong under pressure and capable of managing multiple projects and deadlines simultaneously;
- Effective in interpersonal relations with staff, Board, Committee members, volunteers, and community groups, responding in a timely manner to phone calls, emails and other requests;
- In addition to daytime hours, available for nights and weekends as needed.

### **Qualifications**

- Any combination of training, education, and experience equivalent to a bachelor's degree in Arts Administration, Arts Education, Recreation, or related field.
- 1-3 years of experience in arts education, cultural festivals/event planning, or arts administration in a nonprofit or arts-related setting.
- Excellent computer skills using cloud-based software.
- Proficient with Microsoft Office Suite and Google Calendar, Gmail, and Google Drive.
- Advanced proficiency in Microsoft Excel.

### **Physical Standards:**

Must possess mobility, strength, and stamina to perform physical work for extended periods. Frequently required to bend, twist, lift, walk, stand, and set-up and move equipment weighing up to 50 pounds.

### **To Apply**

Submit a statement of interest and resume in PDF format to Heidi Schiller, Executive Director, at [heidi@oxarts.org](mailto:heidi@oxarts.org) or complete online application at [www.oxarts.org](http://www.oxarts.org). We thank all applicants for their interest; only those selected for an interview will be contacted.

**Note:** This is a part-time, at-will position with no benefits, limited to fewer than 1,248 hours per fiscal year. The OCAC values diversity and is an equal opportunity employer.