



Position Title: Programs Coordinator

Classification: Part Time, Permanent, Approximately 30 hours per week

Reporting To: Executive Director

Pay Range: \$22-\$25 per hour

Position Summary: The Programs Coordinator plays a key role in developing, implementing, promoting, & evaluating arts programming in support of the Kodiak Arts Council's mission.

Key Responsibilities:

Outreach & Program Coordination

- Collaborate with other Kodiak Arts Council staff on development, planning, and implementation of arts events/programs including: the Performing Arts Series concerts, First Friday Art Walks, community theatre productions, community art exhibits, art classes, Sum'Arts for Kids arts camps and others.
- Build community support and initiate cooperative programming when appropriate for specific programs and projects.
- Gather feedback to refine and improve programming

Communications

- Coordinate the design and distribution of marketing and communication materials for Kodiak Arts Council programs which may include posters, fliers, banners, newspaper ads, radio public service announcements, social media campaigns, and website content.
- Monitor and update Kodiak Arts Council website and calendar with pertinent links and event information
- Connect upcoming, new or exciting information via local media outlets and social media accounts
- Work closely with the Executive Director, artists, and member organizations to ensure accuracy of distributed material.

Office Administration

- Provide excellent customer service while assisting patrons and/or members with ticket sales/donations either in person or over the phone.
- Provide clerical support (answering phones, copying/printing, assisting member organizations as needed, etc)
- Assist in the coordination of membership campaigns, member retention and donor cultivation efforts.
- Assist with KAC events as needed

Other duties as assigned by the Executive Director.

**Qualifications:**

- Passionate for the arts, and a deep understanding of how the arts can positively impact individuals and communities.
- Excellent written and verbal communication skills, with a friendly and approachable demeanor
- Excellent organizational and time-management skills, with the ability to manage projects at various stages of development, independently solve problems, and prioritize work to meet deadlines
- Familiarity with Microsoft Office Suite programs (Word, Excel) or Google Suite (Docs, Sheets)
- Must have a valid driver's license
- Must be able to lift or maneuver up to 50 lbs on occasion

Preferred Skills:

- Experience with event planning and coordination
- Experience with database systems
- Experience with social media management and creative designs/digital development applications
- Strong skills in graphic/creative design (Canva and/or Adobe Creative Suite)

Terms:

- \$22-\$25/hr
- Part time, permanent, approximately 30 hours per week
- Some evening and weekend work required for concert and event support
- Holiday pay and PTO as per the KAC personnel policy

How to Apply:

To apply, please submit a letter highlighting interest in the position and relevant experience and qualifications (this letter may be the text of the email or an attachment), a current resume as a .pdf attachment, and names and contact information of two professional references

In your letter, be sure to highlight your approach to problem-solving, community engagement, as well as your passion for promoting and supporting the arts in Kodiak. **Send all application information to molly@kodiakarts.org. In the subject line please write "Programs Coordinator" Application.**