

Job Description: Program Coordinator Grand Marais Art Colony

The Grand Marais Art Colony is a nonprofit art center that has nurtured art on the North Shore of Lake Superior since 1947 by providing services to artists, promoting art education and supporting art in our community through an environment for creative excellence.

Job Purpose:

Working in conjunction with the Program Director, the Program Coordinator supports the crafting, execution, and evaluation of excellent programs.

Primary Duties and Responsibilities:

Class, Activity and Event Support (approx. 10 hrs/wk)

- Generate and maintain various class, activity, and event-related documents and communications, including supply lists, confirmation letters, contracts, orders, invoices, etc.
- Support program evaluations and analyze patterns within data collected in order to improve upon programmatic offerings.
- Conduct research on potential future programmatic offerings.
- Support hosting instructors, including coordination of orientation and instructor lodging.
- Other duties as assigned.

Studio Support (approx. 8 hrs/wk)

- Assist with processing and disseminating studio renter applications, invoices, and communications.
- Support maintenance of studios and equipment.
- Support studio turn over and prep for classes and events.

Signature Event Coordination (approx. 10 hrs/wk)

- Plan, implement, and evaluate all aspects of the Grand Marais Arts Festival

Front Desk Reception (approx. 12 hrs/wk)

- Provide customer service in the gallery store, which also serves as the main reception area and student check-in location.
- Communicate the organizational mission to visitors and invite further participation through membership and other means of engagement.
- Field sales; monitor and keep artwork safe and well-displayed.
- Collect and process mail, maintain electronic and paper filing systems, handle registrations and correspondence, answer phones, messages and emails.



Qualifications

- This position requires a team-player with a strong dedication to the mission of the Grand Marais Art Colony who has excellent communication and interpersonal skills.
- A successful candidate will outline their ability to coordinate major events and programs as well as conduct facility management.
- Self-motivation and initiative, ability to see the big picture while paying attention to the details.
- Strong time-management, organizational, and administrative skills.
- Ability to manage multiple responsibilities, priorities, and deadlines with an emphasis on accuracy and quality work.
- Excellent computer skills, including proficiency in Microsoft Office Suite.
- Strong verbal and written skills.
- Must be able to lift 50 pounds.

Education/Experience

- Bachelor's degree or equivalent work experience.
- Any combination of training, experience, and education which provides required knowledge, skills, and ability to perform the duties of the position.
- Ideally is knowledgeable about the arts or has an arts background.

Job Status and Salary

This is a full-time position scheduled to work 5 consecutive days including one weekend day with occasional additional hours and days for training, special events, and meetings. Position salary is based on experience and begins at \$32K. Benefits include IRA contribution, paid vacation, sick leave, holidays and class tuition credit.

To Apply:

Applications are *DUE: Sunday, January 21*

Please send via email to Amy Demmer at director@grandmaraisartcolony.org the following application packet:

1. An Employment Application Form (see here: <http://bit.ly/2em5NPP>),
2. Cover letter
3. Resume
4. Three professional references

