



Job Description: Program Coordinator

Job Purpose:

The Program Coordinator supports the execution and evaluation of educational programs at the Art Colony.

Primary Duties and Responsibilities:

Registrar (Approximately 20 hours per week)

- Manage on-line registration system, including the entry of new classes and instructors, as well as oversight of enrollment, cancellations, and transfers.
- Communicate with students regarding class confirmations and supply lists.
- Conduct data analysis of program numbers and support annual program audit.
- Support the update participant lists in donor software.
- Process instructor contracts.

Class and Event Support (Approximately 3 hours per week)

- Process program evaluations and analyze patterns within data collected.
- Prepare class lists, instructor folders, and manage class check in.
- Complete event support duties as assigned, including reservations, transportation logistics, and equipment and supply orders, along with other delegated tasks.
- Dissemination of certain event details via PSAs, free calendars, and regional list serves.

Studio Support (Approximately 5 hours per week)

- Assist with processing and disseminating studio renter applications and communications.
- Inventory equipment and order new supplies as needed and directed.
- Support studio turn over and facilities prep for classes and events.

Front Desk Reception (Approximately 8 hours per week (hours overlap with other responsibilities))

- 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.
- Answer phones and return messages.



Professional Qualifications

- Highly detailed and analytical mindset and an ability to switch between multiple on-going projects and tasks
- Three to five years of experience working in an administrative setting
- Strong written and communication skills

Preferred Qualifications

- Knowledge of class registration systems and methods
- Knowledge of Word Press and additional add-ons
- Knowledge of Quick Books
- Experience with data collection and analysis
- Experience operating AV equipment and camera
- Ability to lift 50 pounds or more

Salary and Benefits

This is an hourly position for 32 hours per week at the rate of \$15/hour. Class and gallery store discounts are included as is an SEP-IRA account. The position has potential to go full-time sometime in 2020.

Projected work days are Wednesday – Saturday along with additional weekend days over signature event weekends.

Next Steps

A cover letter and resume should be sent electronically to Lyla Brown at:

director@grandmaraisartcolony.org

This position is open until filled, however, interviews may start as early as late August/early September.