

## Visual Arts Coordinator

### DESCRIPTION SUMMARY

The Visual Arts Coordinator is responsible for the effective management of art classes and exhibits for the organization including collateral workshops, lectures and programming. The coordinator is responsible to ensure a variety of classes, camps, workshops, and exhibits are presented to the community for all ages and a variety of demographics representative of the community at large.

The visual arts coordinator's duties include but are not limited to:

- Arts Programming and Promotion of engagement within the facility
  - Coordinates classes, workshops and lectures for all age groups by seeking out instructors, scheduling classes, supervising classes, and teaching classes;
  - Assists in supervision of the facility by maintaining a safe environment for the public; supervising contract instructors in programs, classes, and workshops
  - Performs office duties by creating and maintaining various reports, developing flyers, inputting data into the computer including but not limited to grant reports and filing system, records for employment or engagement of all contractors/instructors and such other records related to the rosters and needs for classes.
  - Promotes the organization by speaking to schools, groups, organizations, parents, and participants about programs, classes, workshops and the needs of the community as they relate to the mission of the CAC.
  - Oversees the coordination of the Member group operations with the Executive Director and is specifically responsible for the coordination of any and all programming developed with the Central Texas Art League officers including overseeing the development of guilds and workshops to enhance the strength of that group
- Visual Arts
  - With assistance with the CAC Visual Arts Committee, contract ongoing exhibit calendar
  - Installation and de-installation and exhibition design
  - Processes gallery payments in collaboration with the Business Office;
  - Creates condition reports for each work and maintains exhibition checklists;
  - Manages and executes technical needs for Exhibitions and events;
  - Seeks out grant proposals for exhibits and maintains records for compliance with reporting requirements;
  - Manages preservation, documentation, and management of the organization's permanent collection (e.g., acquisition, records management, cataloging, storage, security, maintenance and repair);
  - Oversees a juried show annually with coordination through the Visual Arts committee, promotion and selection of judge including all necessary documentation, installation, and exhibition materials;
  - Participates in organizing events, promotional efforts, and marketing for exhibits;
  - Supervises daily gallery operations and maintenance of the collection;
  - Performs related duties as assigned.
- Reports to the Executive Director

## **QUALIFICATIONS**

- Customer service skills, including follow through and follow up on all patron inquiries Proficiency with MS Excel, MS Word, Adobe PDF and Acrobat, Google Chrome, and Google Docs
- Familiarity with an office environment and comfort answering phones and providing administrative support.
- Ability to work as a trusted member of a team and take responsibility for shared outcomes with excellent leadership, organizational, and communicative skills, both oral and written.
- Strong attention to detail, especially as it relates to reading reports and collating individualized information.
- Ability to identify and seek solutions to problems in real time in a fast-paced context
- Ability to work a flexible schedule as needed to provide service and execute CAC classes, concerts and events
- Familiarity with fine arts education and ability to teach youth and adult classes in various areas of the arts
- Must be able to work various hours, including evenings and weekends as required.
- Ability to communicate (written and verbal) in Spanish helpful
- Interest in academic and non-profit setting, modern and contemporary art, humanities.
- Bachelor's degree or advanced degree in a related field or equivalent work experience preferred

## **COMPENSATION**

This is a FULL-TIME salaried position at a rate commensurate with qualifications and experience. Benefits include paid holidays, participation in the CAC's health, dental, and SIMPLE IRA.

## **PHYSICAL ABILITIES**

Must be able to talk, see, hear, and read.

Must be able to perform physical activities to include kneeling, bending, twisting, dragging, pushing, pulling, and lifting up to 50 lbs. of various equipment.

## **TO APPLY**

This position is full time, and the flexibility to work some evenings and weekends is necessary.

In order to be considered for the Visual Arts Coordinator position, please send the following to [director@cacarts.org](mailto:director@cacarts.org):

- PDF resume/work experience summary
- PDF cover letter introducing yourself and summarizing your interest and qualifications

Please include your name and "Visual Arts Coordinator" in the subject line. Application review will begin February 25, 2022 and continue until the position is filled.

The CAC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.