

## The Wagnalls Memorial

### Job Description for the Community Arts Center Coordinator

**Job Title:** Community Arts Center Coordinator  
**Department:** Community Arts Center  
**Supervisor:** Executive Director  
**Status:** Level I, Regular, Part-time

The Community Arts Center Coordinator is key to the success of The Wagnalls Memorial. The Community Arts Center Coordinator works closely with the Executive Director and Wagnalls Memorial staff and is responsible for fulfilling the primary mission of the Wagnalls Memorial as an educational, cultural and community center for Lithopolis, Bloom Township, and surrounding areas. This position reports directly to the Executive Director for Wagnalls programming, events and marketing. In particular, the duties of the Community Arts Center Coordinator will include but not be limited to:

#### Programs and Events

- Curate art exhibits for the gallery including if necessary, applying for grants for more high-profile exhibits once or twice a year. Host art receptions.
- Schedule and promote of a variety of visual, literary, and performing art programs and classes coordinating with the Wagnalls Program Team and Room Reservation Specialist to balance the activities happening at the Wagnalls Memorial.
- Coordinate the auditorium schedule with the Room Reservation Specialist balancing the needs of the Wagnalls Community Theater, live performances, theater education, library programming, community and special events, and private events.
- Communicate program plans for execution with all staff for set-up, tear-down, and details for staff so that they can answer questions from patrons.
- Maintain liquor license and ensure all staff and volunteers assisting with events that serve alcohol abide by state and local laws.
- Develop and maintain a gift boutique within the gallery of Wagnalls souvenirs and items created by local artisans.
- Host visitors to the gallery. Be knowledgeable of Wagnalls and Lithopolis to answer questions of visitors.
- Recruit, train, and schedule volunteers. Assist staff with volunteer recognition.

#### Marketing:

- Work with the Marketing & Program Coordinator to maintain the webpage and social media promoting of art exhibits, performances and events of the Community Arts Center and the Wagnalls Community Theater.
- Work with the Marketing & Program Coordinator to produce news releases promoting art exhibits, performances and events of the Community Arts Center and the Wagnalls Community Theater.
- Submit Community Art Center events and programs to community calendars as appropriate
- Arrange for feature articles in local publications regarding the Community Arts Center and its events
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**Marketing continued:**

- Assist the Board of Directors, Executive Director, and Accountant with Wagnalls' annual report
- Assist the Marketing & Program Coordinator with programming the digital sign balancing promotion of Foundation, Library, and community arts center, and Wagnalls Community Theater events, and important community campaigns or events
- Create and maintain assets for marketing all aspects of activities in consultation with staff for consistent brand management.

**Other duties as assigned****Qualifications:**

To perform this job successfully, the Community Arts Center Coordinator should demonstrate competence in the areas listed below. In particular, the knowledge, skill, ability, and attributes of the Community Art Center Coordinator should include but not be limited to:

- Experience with the art community, artists, museums, galleries, music performances, theater performances, and education preferred,
- Experience managing receipts, expense budgets, and basic accounting procedures.
- Strong written and verbal communication skills with a variety of audiences,
- Self-motivated, capable of managing a variety of tasks with different deadlines simultaneously,
- Capable of working independently and collaborating on projects
- Comfortable with leadership and exhibits a strong sense of hospitality
- Well organized both with time-keeping and physical space
- Available for evening and weekend hours
- Capable of keeping confidentiality in handling sensitive information,
- Proficient in using the basic set of Microsoft Suite of applications
- Experience with or capable of learning other web-based applications especially for digital communications and content creation
- Experience working in board or committee meetings
- Able to sit for long periods of time, walk some distance, climb stairs and ladders, carry up to 20 pounds, handle repetitive hand usage, able to tolerate significant periods of screen time, able to hear to use telephone and in meetings to record conversations

**Other Requirements:**

- Hold a valid driver's license
- Satisfactorily pass a background check