



POSITION ANNOUNCEMENT
ARTIST SERVICES & COMMUNITY ENGAGEMENT COORDINATOR
PART-TIME (Average Anticipated Hours: 20 per week)

ArtsGreensboro is dedicated to building and sustaining a vibrant arts sector in Guilford County. Artists and other creatives drive outcomes and shape the culture of our neighborhoods and communities. An investment in the arts is an investment in Guilford County.

KEY FOCUS AREAS:

- Professional Development Hub for Artists + Creatives
- ArtsGreensboro Title 1 School Artist-in-Residence Program
- Community Elevation Grant Program

DUTIES AND RESPONSIBILITIES:

- Manage an informational hub of professional development opportunities for artists and other creatives
- Conduct site visits with working artists and creatives to build strong relationships and understand how ArtsGreensboro can contribute to their success
- Work with Community Elevation Steering Committee to identify and assist in planning year-over-year community-based, community-directed projects
- Coordinate the implementation of the ArtsGreensboro Artist-in-Residence Program with Title 1 Schools within the Guilford County School district
- Work as part of a collaborative team with fellow staff and the Grants Committee to assess, evaluate and document outcomes derived from ArtsGreensboro funding.
- Other duties as requested or assigned

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Strong organizational and communication skills are essential. Must work to excel in a team environment, manage a varied workload, be willing to initiate projects, and follow through to completion. Strong customer service, tracking, reporting, analyzing, and organizational skills are required.

Specific Qualifications

- Commitment to ArtsGreensboro's values
- Bachelor's Degree or equivalent experience in working with a nonprofit
- High-level proficiency in Microsoft Office (particularly Word, Excel, and Outlook)
- Exceptional interpersonal and communication skills
- Exceptional organization skills and accurate attention to detail, including the ability to prioritize work effectively and manage multiple, time-sensitive demands
- Cooperative attitude and ability to provide excellent customer service
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures
- Ability to function as part of a team
- Problem-solving skills, inquisitive nature

PHYSICAL REQUIREMENTS:

Standard work hours are Monday – Friday 8:30 am – 5:00 pm; unless otherwise required to meet responsibilities. Some night and weekend work is required. Work is primarily sedentary and inside, with some standing carrying materials. Physical activity increases during special events. Ability to stand, walk, or sit for long periods required. Speech and hearing skills are required for communication with people, in interviews or groups. Visual skills are required in preparing materials, typing, and proofreading.

TO APPLY: Please review the website to get a broader understanding of ArtsGreensboro. Email Chaunte Rankin, Director of Finance, Operations, and Shared Services at crankin@artsgreensboro.org and put your name and "applying for Artist Services and Community Engagement" in the subject line. Please attach your resume and a cover letter stating why you are interested in and qualified for the position. Please note that we will accept applicants between January and February 2023, with rolling interviews in January and February 2023. Please be patient if it takes us a few weeks to respond to your application.

ArtsGreensboro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran. For more information, go to ArtsGreensboro.org

[ARTSGREENSBORO WEBSITE](#)