JOB DESCRIPTION

Job Title: Art + Community Coordinator

Reports to: Director of Operations

Purpose of Job/Key Objectives

Under the general direction of the Director of Operations, this position is responsible for three primary areas:
- soliciting, evaluating, and responding to community needs for accessible, equitable engagement with the visual arts
- activating the CVA's gallery spaces within the Greensboro Cultural Center and online
- soliciting, evaluating, and responding to the needs of local creatives in terms of their professional development (exhibitions, programming, training, etc.)

DISTINGUISHING CHARACTERISTICS.
The position involves a significant amount of contact with staff, volunteers, and the public. Staff must be able to relate well to individuals with a variety of backgrounds and positively represent the organization in these contacts.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Designs and/or collaborates to manage CVA gallery-related programs, exhibits, and events, both in-person and virtual.
2. Expands the reach of CVA's programs and the public's exposure to the diversity and strength of local art by cultivating individual relationships and strategic organizational partnerships within the community.
3. Develops Gallery exhibition calendar in collaboration with Director and Gallery Advisory Board.
4. Manages calls for artwork for gallery and online exhibitions, coordinating receipt of artwork and associated materials.
5. Provide support to local artists, including guidance, resources, and connections with others in the creative community.
6. Assists marketing and fundraising efforts, with a particular focus on funding related to gallery operations and community outreach goals.

7. Collaborates closely with Education Coordinator to develop educational materials and programming related with gallery and outreach exhibitions.
8. Undertake any other duties as reasonably directed

Marginal Functions: Other functions currently associated with this position include, but are not limited to:

1. Gallery volunteer and intern management.
2. Social media and website updates.

Qualifications:

● Preferred Master's degree in arts education, museum studies or other related area with working knowledge of art or an equivalent type of experience
● Five or more years professional experience in arts education including curriculum and program design
● Prior supervisory and budget management experience is helpful
● Excellent organizational and computer skills
● Ability to develop, maintain, and foster constructive and cooperative working relationships with others.

WORKING CONDITIONS.

Environmental Conditions: Working environments will vary for this position. The employee works under typical office conditions and in an art gallery, and the noise level is usually quiet to moderate. Outreach efforts may include working environments located outside of the CVA's gallery or education footprint.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods of time; and lift up to 25 pounds unaided and 50 pounds with assistance. The employee may be required to work various shifts at night, on weekends and holidays as needed.

 Key conditions of service

Location: Center for Visual Artists Gallery
(2nd Floor) Greensboro Cultural Center,
200 N. Davie Street, Greensboro, NC 27401

Hours: Part time, including weekends 20 hours/week
            Monday – Friday
Salary: $20,000-25,000/annually based on experience and qualifications
Probation Period: 6 months

This job description is provided to assist the postholder to know their principal duties. It may be amended, however, from time to time in consultation with you, by or on behalf of CVA Management without change to the level of responsibility appropriate to the grading of the post.