NORFOLK ARTS CENTER
JOB DESCRIPTION
2023

JOB TITLE: Program Coordinator

JOB CATEGORY: Administrative

FLSA: Exempt

GENERAL SUMMARY
The Program Coordinator oversees all aspects of the Norfolk Arts Center’s (NAC) programs; including all schedules and details related to our visual arts, performing arts and arts education programs. Candidate will handle events from start to finish and be the primary point of contract between contractors, actors, teachers, volunteers, interns, among other individuals and organizations. He/She/They will assist with marketing and advertising of the programs and organization by providing information, photos, logos, etc. to the Marketing and Membership Coordinator as needed. Will also play a role to work with the Marketing Coordinator to develop and implement campaigns as needed. The Program Coordinator is also responsible for assisting with the implementation of all policies of the Norfolk Arts Center (NAC) for the benefit of the organization and its members.

The ideal candidate holds a bachelor’s degree in either hospitality management, marketing, graphic design or an art related field; has a background in marketing and 2 years of event coordination experience. Candidate has a great deal of self-sufficiency in accomplishing his/her/their duties, must be an excellent communicator and he/she/they must be a creative and innovative thinker. He/She/They will coordinate schedules, dialogue with a wide variety of individuals, and handle all program related tasks of a growing organization. He/She/They must be detail oriented and have an interest in the successful promotion of the arts and our community.

The NAC’s goal is to increase the impact the arts have in area schools and communities, and the ideal candidate will share this passion and be motivated to push the organization towards that goal.

The hours will vary depending on the time of year and the projects being implemented. Some nights and weekends required. Flexible schedule offered.
**SUPERVISION**

The Program Coordinator is appointed by the Executive Director and is administratively responsible to her/him/them. The Program Coordinator may provide supervision over contractual workers and volunteers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plans, develops, organizes and implements programs, events and services:
   a. Acts as liaison between executive director, committees, instructors, artists, performers, media and community.
   b. Organize and attend pertinent meetings with board members, committees, artists and staff as needed.
   c. Researches and contacts visual and performing artists and instructors and makes recommendations to relevant committees.
   d. Works with artists, manages the gallery exhibition schedule and coordinates installation and de-installation of exhibits. Maintains artist contracts and communicates needs to staff. Creates all show materials including tags and brochures.
   e. Artist corner: Maintains artists contracts, works with artists to determine products displayed in space and communicates when more pieces are needed. Stocks and rotates merchandise appropriately. Develops all signage as necessary.
   f. Works with performing artists and/or their management companies to negotiate contracts and schedule performances.
   g. Works with area teachers and artists to organize and maintain a regular arts education schedule for youth and adults. Reports to relevant education committee. Develops ideas and general director for education program including class ideas. Depending on skillset and experience, may teach classes. Works with instructors to develop and purchase materials. Preps and cleans up after classes. Gives Director the instructor timesheet for monthly payment. Maintains and organizes classroom.
   h. Assists with creating and maintaining program related budgets. Communicates to the Director all projected expenses. Follows up with any invoices to be sent to attendees. Maintains mini program budgets and presents to committees.
   i. Coordinates technical details with venues and artists.
j. Manage event set up, tear down and follow-ups.
   Keeps Neon event registration information up to date.

k. Establishes and manages records of participation and/or enrollment.
   * Establish standardized event procedures and train staff into properly executing them
   * Build and adhere to an event budget to avoid project overruns
   * Track Key performance areas and identify items to work on for future events

l. Coordinates all volunteers needed for programs. Communicates a reminder before event and a thank you during/after.

m. Manages all other detailed aspects of the Norfolk Arts Center’s visual arts, performing arts, and arts education programs.

2. Management of fiscal resources:
   a. Assists the Executive Director in maintaining individual budgets for performances, exhibits, classes, events and other programs as assigned.
   b. Assists in the generation of funding through available grants, major contributions/sponsorship, membership drives, annual and planned giving programs.

3. Implements public relations activities:
   a. Provides detailed information about events, exhibits and classes including dates, times, locations, ticket prices and description of the aforementioned to Marketing and Membership Coordinator for campaigns
   b. Reviews newsletter, catalog and other public information for accuracy before it is released.
   c. Promotes volunteerism at NAC and assists in the recruitment of volunteers.

4. Carries out such other general responsibilities as may be delegated by the Executive Director.

5. Assists with the implementation of long-range plans including development of strategic planning and the follow through of action steps developed.
KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to administer private, nonprofit service organization, including an understanding of the legal and financial responsibilities and constraints of such organizations.
2. Ability to obtain and manage external grants and contracts.
3. Ability to establish and maintain effective working relationships with federal, state, regional and local agencies, community leaders and the general public.
4. Ability to express oneself clearly and effectively in oral and written form.
5. Ability to communicate effectively with groups of all ages and sizes.
6. Ability to manage contract employees and volunteers.
7. Must possess excellent organizational skills.
8. Must be detail oriented.
9. Must be self-motivated and proactive with a strong work ethic.
10. Knowledge of the arts and current concepts for the arts.
11. Knowledge of available public and private resources and services for the arts.
12. Knowledge of federal and state laws pertaining to ADA and related services.
13. Knowledge of modern principles, methods and techniques of administration and program planning.
14. Ability to work varied hours and shifts including evenings and weekends.

TRAINING AND EXPERIENCE

1. Bachelor’s degree in Marketing, Graphic Design, Hospitality, Art History, Education, Non-Profit Management, Museum Studies or suitable education in these or closely allied fields or a combination of related education and experience.
2. Strong persuasive and presentation skills required.
3. Substantial experience in working with the public.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- walking and sitting for extended periods of time
- lift and carry objects weighing up to 34 pounds; push/pull objects over 100 pounds
- occasionally work out-of-doors in all weather conditions and in confined spaces
Requirements to apply:
1. Cover Letter
2. Resume
3. Answer to the following questions:
   a. Why do the arts matter to YOU?
   b. What role do you see NAC playing in the future?

Timeline:
Position open until filled.
Send cover letter and resume and question responses to: Norfolk Arts Center, 305 N. 5th St., Norfolk, NE 68701
OR email to director@norfolkartscenter.org

Compensation / Benefits:
Compensation package to be determined based on the successful candidate's experience and education.

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