

Community Engagement & Membership Coordinator

(Salary \$32,000 to \$35,000 with health benefits)

Purpose:

Under general direction from the Assistant Director of the Council on Culture & Arts (COCA), provide assistance to the managers of the education, exhibitions, marketing, and grant programs. This position would be responsible for working with team members to support current initiatives and develop new programming that encourages growth in the organization and across the cultural community.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Support the development, coordination and implementation of new programs and marketing initiatives for COCA.
2. Manage and develop content for COCA's website at www.coca.tallahasseearts.org and assist the Marketing and Communications manager with maintaining www.tallahasseearts.org.
3. Maintain community visibility by attending various events with promotional materials and newsletter sign-up sheets.
4. Recruit, manage and train volunteers and interns for promotional events and staffing needs.
5. Support, develop, and manage new initiatives designed to align with the Cultural Plan and organizational strategic efforts.
6. Support and strengthen current programs that increase entrepreneurship, business skills and sustainability for artists and organizations in the creative sector such as the Tallahassee Arts Entrepreneurs Institute, Arts Entrepreneurs Coffee Talks, and COCA Conversations.



Duties, Functions and Responsibilities (cont.):

7. Manage artist, venue, organization, and volunteer directories.
8. Manage all aspects of COCA's membership program including recruitment and retention of members, member benefits, and our database software (Neon CRM).
9. Assist with general office functions including greeting and assisting visitors and fielding general phone calls.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of arts administration, preferably in a non-profit, local arts agency (or comparable organizations).
- Knowledge of public art programs and practices.
- Skill in oral and written communication, including public speaking.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software.
- Skill in planning, organizing and paying attention to details.
- Experience with arts marketing and audience development preferred.
- Experience with web and graphic design preferred.
- Ability to plan, implement, coordinate and maintain technical assistance programming for artists and arts organizations.
- Ability to build collaborative partnerships and maintain productive relationships with arts board and/or commission members, staff, public officials, diverse constituencies (including commercial arts entities) and interested parties.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to take direction from multiple individuals in a small office setting.
- Ability to serve as a trusted representative of the organization to the general public.

Minimum Qualifications:

- Graduation from an accredited four (4) year college or university with major coursework in the arts, arts administration, business administration, marketing and communications or a related field plus three (3) years of progressively responsible work experience in arts management or related area, which may include two (2) years in a program development (volunteer and internship experience included).
- Master's degree in the arts, arts administration, business administration, marketing and communications or a related field may substitute for two (2) years of required experience

Application Procedure:

There is an electronic application form for this position. Please be prepared to upload an optional cover letter, a resume or curriculum vitae, and three professional references (including name of reference, their relationship to you, phone, and email). Please do not send your resume/CV and/or cover letter to COCA staff.

Application Timeline:

- June 15- Deadline to apply
 - June 18-22- First round notifications will be emailed to all applicants
 - June 25-July 6- Conduct interviews with three - five final candidates
 - July 16- Notifications will be sent to all final candidates
 - Aug. 1- Start date of selected candidate
- *Please note: selected candidate may be subject to a background check