

Senior Center Art Program Coordinator

The TSC Foundation, the non-profit, fundraising arm of the Tallahassee Senior Center, has an opening for a part-time (20 hours per week) Art Program Coordinator. The ideal candidate would have a Bachelor's degree preferably in art education, art administration, and/or studio art/making art, or at least 3 years experience in these areas that may substitute for a degree. Position works with Program Supervisor and County Outreach Coordinator in overseeing a thriving Art Program. Position requires an interest and knowledge of Arts in the Tallahassee Leon County area, organizational skills, flexibility, excellent communication skills, computer skills, ability to work independently, as well as a team member, and vision and initiative. Job description included below. Salary is \$15-18 per hour. Benefits include paid personal and sick leave. The selected candidate will be required to pass a Level 2 Background check and a drug/alcohol screening. Deadline for applications is March 22, 2019.

Qualified candidates should complete the attached application and submit it to the Tallahassee Senior Center at 1400 N. Monroe St. or e-mail to hella.spellman@talgov.com. A cover letter and resume are encouraged as well.

SKILLS AND OTHER REQUIREMENTS NECESSARY FOR POSITION:

- Bachelor's degree preferred in art education, art administration, and/or studio art/making art, 3-years' experience in these areas may substitute for degree.
- Strong communication, organizational, customer service, and relationship-building skills.
- Ability to communicate effectively, clearly and concisely orally and in writing.
- Experience in public speaking, working with senior adults, and community outreach.
- Proficiency in MS Office, on-line registration systems, and related computer skills required.
- Ability to work as a team member.
- Flexibility and multi-tasking.

EXAMPLES OF WORK PERFORMED:

1. Oversee and coordinate the Tallahassee Senior Center Art Program, including Clay Lab and Outreach classes and activities.
2. Hire, schedule, and manage contract art instructors as outlined in the TSC Foundation policies and procedures.
3. Maintain all Art Program records and insure that operational and administrative procedures regarding the Art Program are followed.
4. Facilitate Art Council meetings, prepare agendas, recruit new members. The Art Council provides suggestions regarding the Art Program and the APC keeps the Art Council informed about the overall Art Program and TSC activities. The APC develops the monthly agenda and reviews and distributes the minutes.
5. Coordinate and maintain on-going Art classes at Tallahassee Senior Center and satellite sites.
6. Offer a variety of workshops at TSC and/or satellite sites quarterly/four times a year.

7. Prepare advertising and publicity materials for Art classes and events for Active Living magazine, Art brochure, and email blast, in coordination with the TSC Communications Coordinator.
8. Schedule, curate, and install changing art exhibitions for the TSC Auditorium and Dining Room.
9. Coordinate Art Receptions
10. Coordinate jurors for juried exhibitions
11. Attend staff and Advisory Council meetings unless approved by Supervisor.
12. Other duties as assigned.