

JOB DESCRIPTION



Visual Arts and Community Programs Coordinator

REPORTS TO: Education Director

HOUSED IN: Education Department

SUMMARY:

Texarkana Regional Arts & Humanities Council (TRAHC) invites applications for the position of Visual Arts and Community Programs Coordinator. The ideal candidate will be a creative, strategic, innovative and collaborative leader who will both develop and realize TRAHC's program of temporary exhibitions of the highest quality, importance and impact. Working across departments, this position will oversee all aspects of the exhibitions program at the Regional Arts Center. This position is also responsible for continuing to build and maintain strong relationships with a wide range of local and regional partners with whom TRAHC collaborates. The Visual Arts and Community Programs Coordinator will foster collaboration and transparency between all department team members. They will ensure that excellence and creativity in scholarship, design, display and interpretation of exhibitions are supported through disciplined budget development, oversight and systematic planning. The position will be responsible for overseeing all permanent collection maintenance and gallery installations as well as manage Arts on Main classes, workshops and facility.

ESSENTIAL FUNCTIONS:

Exhibitions:

- Manage and acquire all exhibitions in the Regional Arts Center, including Secure Galleries (national and touring exhibits), Open Galleries (regional exhibits), the ArtWall, the Annual National Juried Exhibition and the Annual Student Juried Exhibition
- Maintain and use online judging system
- Docent training
- Facilitate school and scheduled Regional Arts Center tours

Arts on Main

- Coordinate and grow arts classes, camps, workshops, Drop-in Art events and studio rental
- Teach art classes
- Oversee facilities and supplies

Communication:

- Communicate and collaborate with Marketing Department to publicize programs
- Social media

Community:

- Develop and create community programs and events
- TRAHC Hero Awards, annual selection of an artist and artwork
- Liaison with local and regional artists
- Serve on committees

SUPERVISORY RESPONSIBILITIES:

This position directly manages Visual Arts part-time staff, Art teachers, and Arts on Main part-time staff.

QUALIFICATIONS:

The ideal candidate must be able to perform each essential duty. The requirements listed below are representative of the knowledge, ability and skills needed.

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree in Visual Arts or Design
- Project management experience a plus
- Computer proficiency using Mac platform; Microsoft Office Suite essential; prefer experience with Adobe Creative Suite and Call for Entry, online art judging system

CERTIFICATES, LICENSES

Candidate must possess a valid driver's license.

LANGUAGE AND MATH SKILLS

Must be able to read, analyze and interpret documents such as exhibit contracts and procedure manuals. Strong written, communication and interpersonal skills required. Basic budgeting and math skills required. Basic grant writing experience is preferred.

OTHER

Strong time management skills are essential. Candidate needs to have a proven ability to utilize a collaborative approach, with the appreciation of working as part of a team. Candidate must be a self-starter who takes the initiative to start projects and work unsupervised, complete tasks independently, solve roadblocks, and address issues before they become problems.

The successful candidate will demonstrate a passion for visual art, a broad awareness of exhibition programming, and keen financial acumen. This position requires sound judgement and the ability to remain calm in high-pressure situations. The ability to organize multiple programs and schedules while maintaining a strong commitment to quality and excellence is essential. This position allows for creative and innovative thought within a well-established and growing organization.

PROPOSED SALARY RANGE: Commensurate with experience