

JOB DESCRIPTION



VISUAL ARTS COORDINATOR

REPORTS TO: Education Director
HOUSED IN: Education Department

SUMMARY

The Texarkana Regional Arts & Humanities Council, Inc. (TRAHC) is an equal opportunity employer seeking a Visual Arts Coordinator with a background in art history, collections & curation, and/or museum education.

TRAHC's Visual Arts Coordinator supports the development, administration, and operations of TRAHC's year-round exhibitions and community programs in collaboration with the full TRAHC team, as well as local & regional partners.

ESSENTIAL FUNCTIONS:

Visual Arts/Exhibitions:

- Acquire, manage and curate all exhibitions in the *Regional Arts Center*, including: Secure Galleries (national & touring exhibits), Open Galleries (local & regional exhibits), Education Gallery, the ArtWall, the Annual International Juried Exhibition & the Annual Student Juried Exhibition.
- Maintain and use online judging system.
- Recruit and train Docents.
- Facilitate student & public tours of the Regional Arts Center.

Community Programs:

- Expand audience reach and TRAHC impact via strategic program planning.
- Develop and coordinate community art experiences (i.e. *camps, workshops, Drop In Art sessions, classes*).
- Collaborate with Executive Director and Education Team on innovative use and oversight of equipment and supplies.

Communication:

- Communicate and collaborate with Marketing Coordinator on advertising and promotion of Visual Arts and Community Programs.
- Serve as liaison with local/regional artists and community partners.
- Keep TRAHC and community calendars up to date for Visual Arts and Community Programs.

SUPERVISORY RESPONSIBILITIES:

This position directly manages part-time support staff, instructors, and interns.

QUALIFICATIONS:

The ideal candidate must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, ability and skill level required.

EDUCATION AND/OR EXPERIENCE

Minimum qualifications include:

- Bachelor's Degree in Visual Arts or Design with evidence of Art History coursework.
- Master's Degree preferred.
- Experience in exhibitions and curation.
- Computer proficiency in Microsoft Office Suite and Mac platform essential; Google Suite preferred; Adobe Creative Suite preferred; and Call for Entry, online art judging system, preferred.
- Project management and/or museum education experience a plus.

CERTIFICATES, LICENSES

Personal Driver's license and transportation to complete errands and community meetings.

LANGUAGE AND MATH SKILLS

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

WORK ENVIRONMENT / PHYSICAL DEMANDS

This position operates in a professional office environment with moderate noise in the Regional Arts Center, an historic building. Sitting for periods of time in front of a computer screen is typical in this position with periods of walking or standing during tours, as well as interacting with large crowds during community programs. This position requires speaking and hearing. Frequent typing, writing and utilization of a traditional office phone system. Bending and twisting could occur regularly. The employee will need to lift up to 10 pounds at certain times. Curatorial actions may include: physically receiving works, packing and unpacking works of art, filing a Condition Report, determining the layout of the exhibition, creating didactic information and occasionally assisting with the installation of an exhibition.

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, works unsupervised, completes tasks independently, solves roadblocks, and addresses issues before they become problems.

The successful candidate will demonstrate a passion for visual art with the ability to curate multiple exhibitions; 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 non-profit organization.

PROPOSED COMPENSATION & BENEFITS

This is a full-time, position; paid a salary ranging from \$32,000 to \$35,000 commensurate with experience; eligible for paid holidays, sick & vacation leave, medical/prescription/basic life/ADD insurance coverage, EAP, and wellness program; options for Dental, Vision, and Individual Retirement Account (IRA).

HOW TO APPLY

A professional resume, cover letter highlighting your experience relevant to this position, and evidence of relevant coursework are requested. To enter the formal application process, a TRAHC Employment Application, available for download at www.trahc.org/employment is required and may be emailed to artsinfo@trahc.org.

ORGANIZATION

Incorporated in Texas on June 6, 1978, the Texarkana Regional Arts & Humanities Council, Inc. (TRAHC) is a private non-profit Arts Agency serving a 100-mile radius in the four corners of Arkansas, Louisiana, Oklahoma and Texas. TRAHC's mission of "*growing people and community through the Arts*" is navigated by our core values of: *artistic excellence, accessibility, education, participation, service to and involvement of the community, collaboration, leadership, organizational innovation and pride of place*. From TRAHC's beginning, incorporating the Arts into education and providing cultural experiences has been a primary purpose.

In 1981, TRAHC was commissioned by the City of Texarkana, Texas as the managers and performing art programmers of the Perot Theatre. In 2012, TRAHC applied to continue this relationship with the City and the Perot Theatre Management Company (PTMC) was established.

Since 1989, TRAHC has committed itself to developing and implementing ArtsSmart, a comprehensive arts education program designed to tap the potential of the arts for creating educational excellence. Reorganized in 1995 as ArtsSmart II, the program has experienced phenomenal success by focusing on whole faculties for creating culture shift. In 2003, the *US Department of Education* awarded one of its prestigious *Innovation and Dissemination* grants to support the further development of ArtsSmart as a national model for tapping the potential of the arts for educational excellence. Over time, TRAHC's Education Department has expanded in prestige and impact as a *John F. Kennedy Center Partner in Education* and national consultant.

In the early years, TRAHC provided visual art exhibits via pop-up galleries in local businesses and community spaces. In 1992, TRAHC completed renovation of the historic 1909 era Federal / Bowie County Courthouse, moved into the Regional Arts Center as the new leasee, and became the only national and regionally touring gallery space between Dallas, TX and Little Rock, AR. The secure *Martha Morriss Gallery, Melanie & Allison Gallery & William Fuller Gallery* continue to provide new artistic experiences from outside of the area, while the open galleries on our four floors showcase the rich and diverse talents of our local and regional visual artists and students. In addition, the historic Regional Arts Center is available for special event rentals and discounted community organization use.

In 2008, TRAHC was given its first property, *Arts On Main at Stewart Title* at 218 Main St, with the focus of expanding community engagement via hands on art experiences for children and adults. Partial and full scholarships are available for current art classes/camps based on financial need.