

## **We're Hiring: Education and Exhibition Coordinator**

The Tri-County Arts Council, a not-for-profit 501(c)(3) organization located in Olean, NY, is seeking a full-time individual to oversee all aspects of education and exhibition programming. This position also supports all other programs of the Tri-County Arts Council and general office support along with other staff as needed.

### **Responsibilities**

#### **Art Studio**

- Secure instructors for art classes; schedule all instructional programs; develop program content and materials in conjunction with instructors; manage class registrations; manage marketing and promotion of programs; process program outcomes and customer satisfaction using a variety of assessment tools; develop and schedule BOCES classes; manage schedule for open studio hours including staffing by volunteers; studio upkeep/maintenance including working with vendors, ordering supplies and materials; load and operate pottery kiln

#### **Exhibitions**

- **Tri-County Arts Art Gallery and JCC Center Gallery**
  - Select artist(s) to exhibit in the gallery; design marketing materials for exhibitions; oversee FB marketing; complete installation of artwork, with assistance at JCC Center Gallery from JCC staff.
- **Southern Tier Biennial**
  - During biennial year, coordinate the biennial exhibition including website updates; call for entries; selection of jurors; general administrative duties associated with all print materials; communication with artists and galleries; manage Facebook and email marketing; coordinate artist professional development activities for artists residing in the 9 counties of the Southern Tier.
  - During the solo year, coordinate solo exhibitions including website updates; general administrative duties associated with all print materials; manage Facebook and email marketing.

#### **Artisan Market**

- Building relationships with area and regional artists, and recruit to participate in consignment.

#### **Operational Support**

- General program planning and support for all Tri-County Arts programs.
- Schedule office hours in coordination with Executive Director to assure consistent and daily office coverage.
- General office support duties such as filing, greeting visitors, phone calls, retail store sales.
- Oversee volunteers and interns on an as needed basis.
- Represent Tri-County Arts at external functions and events.
- Assist with organizational fundraising efforts and events.

**General Requirements:** Minimum 2 years of college; college degree preferred. Background or experience in the arts, specifically pottery/ceramics, nonprofit management, creative industries is desirable. The successful candidate will be outgoing, flexible, creative, able to multi-task, and demonstrate attention to detail. Candidate should be comfortable working with a team, but also able to work independently. Photoshop and InDesign experience a plus. Candidate must possess excellent customer service skills. Must have working knowledge of all Microsoft applications, Google Drive, and social media platforms.

### **Reporting and Other Details**

The education and exhibition coordinator works with and reports to the executive director. Other responsibilities may be required by the executive director to fulfill the mission and goals of the organization. This is a full-time, salaried position that will include periodic evening and weekend work. Benefits include paid holidays, PTO, flexible work schedule, and free art classes. Salary is \$22,000.

### **To Apply**

Interested applicants should submit a cover letter, resume and contact information for three professional references in one pdf file by email to Tina Hastings, Executive Director, [tina@myartscouncil.net](mailto:tina@myartscouncil.net). For full consideration, please apply by September 26, 2019. No phone inquiries will be accepted.