

## **Arts Access Program Coordinator (part-time)**

### **Arts Services Inc. (ASI)**

Arts Services Inc. (ASI), a not for profit 501c3 organization located in Buffalo, NY is seeking a part-time individual (15-20 hours per week) to coordinate our Arts Access Program, which offers free to low-cost arts opportunities to families and individuals receiving income-based assistance in Western New York.

ASI is the local arts council that provides tools and resources to artists and non-profit arts organizations including grant funding, educational and professional development workshops, financial services, advocacy and more. ASI is "Where the arts meet business" in Western New York.

#### **DUTIES AND RESPONSIBILITIES**

The Arts Access Program Coordinator will be responsible for some combination of activities including, but not limited to:

- Program management and maintenance of the Arts Access Program – this includes regular phone, email and snail mail communication, processing of applications and issuing passes to applicants, being present at and giving presentations for pass holder sign up events, communication with arts partners including reporting and tracking pass-holder information, and scheduling of transportation for pass holders;
- All electronic and online functions including regular maintenance of website, bi-weekly e-newsletter mailings, and social media promotion;
- Maintaining existing and developing new partnerships and collaboration for the program;
- Developing and managing databases;
- Manage in-office reception area to ensure effective telephone and mail communications;
- General office work such as mailings, filing, and related activities; and
- Other duties as assigned by the Executive Director.

#### **General Requirements**

*Preference will be given to candidates with interest and experience in accessibility in the arts, community-based public assistance and benefit programs, and working with individuals with different abilities.* A college degree in a relevant field is preferred. The Coordinator must be an exceptionally organized, detail-oriented individual with excellent communication, customer service, and time management skills. He/She/They must have the ability to multi-task and adjust to seasonal or event-related fluctuations in workload. Proficiency with Microsoft Word and Excel is required. Like all our employees, the Coordinator is expected to contribute to a culture based upon respect, teamwork and collaboration. Adaptability, creativity, and a passion for the arts and ASI is a must.

#### **Reporting & Additional Details**

The Coordinator reports to the Executive Director and works closely with the Grants & Programming Director. This is a part-time, hourly position which will include periodic evening and weekend work. Benefits include holiday time-off and paid onsite parking. Compensation rate will be determined by experience and qualifications (range of \$12 - \$15/hour).

**START DATE:                    June 2021**

**To apply, send the following materials (in one PDF) to [careers@asiwny.org](mailto:careers@asiwny.org)**

- Resume with 2 professional references

**Phone inquiries will not be accepted.**

Arts Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Applications will be accepted until the position is filled.

[www.asiwny.org](http://www.asiwny.org)

[www.arts-access.org](http://www.arts-access.org)