

## **Programs & Outreach Coordinator Arts Services Inc. (ASI)**

Arts Services Inc. (ASI) is seeking a full-time individual to help oversee our programs and relationships within the arts and cultural field, and to play a key role in event and administrative activities.

The Programs & Outreach Coordinator will work closely with the Grants & Programming Director by being an active presence in the Western NY community, while using knowledge of the arts to build upon artists and organizations served through programming.

### **Duties and Responsibilities**

**Programs (50%):** Responsible for the duties involving identifying, preparing, and executing programs for the arts field. This position will maintain and assist with ASI's professional development programs and resources for artists and the arts sector, including:

- Plan and run arts/nonprofit-related topic events, seminars, and training sessions for artists and arts administrators in coordination with Grants & Programming Director;
- Assist with sector surveying and data collection to inform future programming;
- Play a role in the logistical planning of the Spark Awards and other large-scale events;
- Maintain existing and develop new partnerships for ASI programs, events, and general operations.

**Outreach (50%):** This position will assist the Marketing and Communications Manager with outreach efforts and communications, including:

- Promote and share ASI's opportunities for artists and art projects in the community;
- Connecting to new audiences and potential program partners;
- Attend and represent ASI at community events throughout region;
- Responsible for content aggregation including photos, videos, and other collateral.

### **General Requirements**

Preference will be given to candidates with a long-term interest in the arts, nonprofit working environment, and/or event management. The Coordinator must be an organized and detail-oriented self-starter who is personable and has sufficient written and verbal communication skills. He/She/They should have the ability to multi-task and adjust to seasonal or event-related fluctuations in workload. Knowledge of Microsoft Word and Excel is required. Knowledge of database programs, such as CRM, is a plus. As with all of our employees, the Coordinator is expected to contribute to a culture based on respect, teamwork, and collaboration; and embrace diversity, inclusion, and equity. Adaptability, creativity, and a passion for the arts and ASI is preferred.

**Applicants are not required to meet all of the above experiences and/or skill sets. We encourage all to apply. ASI will provide training and on the job support where appropriate.**

### **Reporting and Other Details**

The Programs and Outreach Coordinator works with and reports to the Grants & Programming Director. Other responsibilities may be required. This is a full-time, salary position that will include periodic evening and weekend work.

Benefits include paid holidays (15), PTO time (starting at 4.5 weeks), a \$4,000 stipend for health insurance, onsite parking, and paid professional development training and other opportunities. Salary range is \$30,000 to \$35,000.

### **Apply**

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

- Cover letter
- Resume or CV

Applications will be accepted until the position is filled. Phone inquiries will not be accepted.

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

Arts Services Inc. (ASI), a not-for-profit 501(c)(3) organization located in Buffalo, NY, and is the local arts council that provides tools and resources to artists and nonprofit arts organizations, including grant funding, educational and professional development workshops, financial services, and advocacy. ASI is "where the arts meet business" in Western New York.

ASI envisions a region where inclusive creative communities are valued and visible, and where artists and arts organizations have access to the resources needed to advance and thrive. We are committed to creating equitable access to the arts for all within our community by ensuring our programming, advocacy, and services are representative of the entire community.

We hope you will consider joining our team. ASI 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.

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