



Job Title: Art Engagement & Administrative Director

Reports to: Executive Director

Location: GO ART! – 201 East Main Street, Batavia, NY

Employment Type: Full-Time, Salaried, Exempt (Evenings/Weekends Required)

Overview:

GO ART! is looking for a connector; a person who sees the arts as a vital bridge between people, cultures, and communities. The ideal candidate is both a people person and a systems thinker: someone who can build relationships with artists and audiences alike, while also keeping an eye on details, deadlines, and dollars. This role is perfect for someone who thrives in creative environments but also enjoys staying organized, solving problems, and making sure everything runs smoothly behind the scenes. If you're the kind of person who can have a meaningful conversation with an artist one minute and balance a budget the next, we want to meet you.

Key Responsibilities:

Artist Engagement & Programs

- Grow and maintain the Artist Registry.
- Cultivate relationships across artistic disciplines and diverse communities.
- Plan artist talks, workshops, exhibits, and networking events.
- Manage partnerships with libraries, schools, and cultural institutions.
- Co-lead events and programming that celebrate community culture and identity.

Teaching Artist Initiative

- Design and rotate curriculum.
- Oversee recruitment, scheduling, materials, and logistics.
- Develop placement partnerships with schools and community groups.
- Track outcomes and promote long-term sustainability.

Artist Integration & Membership

- Collaborate on event planning and member engagement.
- Recruit and support artist members.
- Promote opportunities and ensure visibility for local artists.

SCR Program (Co-Coordinator)

- Promote and manage the NYSCA Statewide Community Regrant program.
- Support applicants, host info sessions, and manage panelists.
- Track data, monitor projects, and submit reports.

Teaching, Exhibition & Program Support

- Connect artists to exhibitions, teaching opportunities, and programs within GO ART!, across the region, and at the state, national, or international level—wherever their talent can be supported and showcased, using resources/networks acquired while working this position.

- While not required, all employees with artistic or instructional experience are welcome to assist the Education Director or lead classes or workshops when appropriate.

Bookkeeping (average of 5 hours/week)

- Enter and track transactions in QuickBooks.
- Reconcile statements, process invoices, and support audit prep.
- Ensure grant-related expense tracking.

Outreach & Communications

- Collaborate on promotions, newsletters, and artist materials.
- Reflect GO ART!'s DEIA values in communications.

Grants & Fundraising

- Assist with identifying and applying for grants, along with reporting and record keeping.
- Support donor engagement and reporting.

General Duties

- Help create a welcoming space at GO ART! and events.
- Participate in setup, staffing, and collaborative planning.
- Support internal team coordination and cross-department communication to ensure programs and operations align effectively.

Qualifications:

- Degree or experience in arts admin, education, or related field.
- Familiarity with artist communities is a plus.
- Familiarity with the SCR, artist grant, and/or grant programs is a plus.
- Strong communication, coordination, and organizational skills.
- Bookkeeping experience (QuickBooks preferred).
- Passion for arts, culture, equity, and community building.
- Available evenings/weekends; can lift up to 45 lbs.
- Interest in nonprofit leadership, arts management, or organizational development is a plus.
- Able to work on location in Batavia, NY and be able to travel within Genesee and Orleans counties (NY).

Compensation & Benefits:

- **Salary:** \$60,405.80/year
- **Benefits:**
 - Paid time off
 - GLOW YMCA membership
 - Bi-monthly wellness massage
 - 50% off at Audrey 2.0.1's Bakery
 - Professional development opportunities
 - Creative, collaborative work culture
 - Travel compensation for offsite work
 - \$15,000 employer-paid group life insurance policy provided during employment

To Apply:

Send a cover letter, resume, and three references to Gregory Hallock at ghallock@goart.org. Applications reviewed on a rolling basis.