



Programs & Services Coordinator
Arts Services Inc. (ASI)
Full-time, hourly, non-exempt
Job Location: In-Person

Arts Services Inc. (ASI), a nonprofit 501c3 organization located in Buffalo, NY, is seeking a full-time Programs & Services Coordinator to play a key role in our Arts Access Program, which offers free to low-cost arts opportunities to families and individuals receiving income-based assistance in Western New York and assistance to all other programs.

Duties and Responsibilities

The Programs & Services Coordinator will be responsible for some combination of activities including, but not limited to:

The Arts Access Program (75%)

- 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, and scheduling of transportation for pass holders;
- Maintenance of website, bi-weekly e-newsletters, and social media in coordination with Marketing & Communications Manager;
- Maintain existing and develop new partnerships and collaborations for the program, including giving presentations for pass holder sign up events and managing relationships, reporting, and tracking pass holder usage with program partners; and
- Develop and manage databases.

Other ASI Programs & Services (25%): 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 events, seminars, and training sessions for artists and arts administrators in coordination with Grants & Programming Director and Programs & Outreach Coordinator;
- Assist with sector surveying and data collection to inform future programming and services, including collecting feedback from existing and potential clients; and
- Maintain existing and develop new partnerships for ASI programs and events.

Some travel is required. ASI serves a 5-county area (Erie, Niagara, Chautauqua, Cattaraugus, and Allegany) in New York State of nonprofit arts and culture organizations.

General Requirements

Preference will be given to candidates with a long-term interest in the arts, nonprofit working environment, and/or program 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.

As with all of our employees, the Coordinator is expected to contribute to a culture based upon respect, teamwork, and collaboration; and embrace diversity, inclusion, and equity. Adaptability, creativity, and a passion for the arts and ASI is a must.

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 Coordinator reports to and works closely with the Grants & Programming Director. Other responsibilities may be required. This is a full-time, hourly position that will include periodic evening and weekend work. Overtime opportunities may be available per approval.

Benefits include paid holidays (15), PTO time (starting at 4.5 weeks/year), retirement, and health insurance/dental. Compensation rate will be determined by experience and qualifications (salary range of \$40,000 - \$45,000).

Apply

To apply, send the following materials to careers@asiwny.org

- Cover letter
- Resume or CV

Applications will be accepted until the position is filled. Application review process will begin on September 15, 2025.

Arts Services Inc. (ASI)

Arts Services Inc. (ASI), a nonprofit 501c3 organization located in Buffalo, NY, and is the regional arts service agency 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