



JOB DESCRIPTION

DOTTY & FRANK LIGHT FAMILY YOUTH ART CAMP PROJECT COORDINATOR

The Emerald Empire Art Association (“EEAA”) is seeking an individual who is interested in devoting time and talent for the benefit of the organization, in the position of Project Coordinator. The Project Coordinator should be knowledgeable about art programs and curriculums. This position is ideal for someone interested in utilizing or expanding their experience in arts education and management.

COMMITMENT:

- A one-year commitment under an annual contract.
- Dedication to developing a new program for the Springfield youth.
- Time may vary depending on time management, events, and opportunities.

Estimated Time Requirements for 2018/2019

Month	Description	Est. Hours
Mar	committee mtgs, curriculum details, confirm facilities/scheduling	15-25
Apr	committee mtgs, finalize budget and marketing plan	20-30
May	committee mtgs, execute marketing, promote program, class presentations	20-30
Jun	committee mtgs, finalize details, continue marketing	30-40
Jul	manage execution of program & day to day issues	15-25
Aug	manage execution of program & day to day issues	15-25
Sept-Dec	planning for summer 2019 program	10-15
Jan	committee mtgs, calls, emails, curriculum outline	10-20
Feb	committee mtgs, recruit instructors and volunteers	15-25

DUTIES:

Work closely with the Youth Art Camp Committee, with the approval of the Dotty & Frank Light Family Endowment and the EEAA Board of Directors, to develop and implement a new summer arts program for youth in the Springfield area.

- Meet with teachers, coordinators, and administrators from the Springfield School District and private schools about the Youth Art Camp and opportunities for partnerships.
- Initiate a call for course proposals from teachers experienced in working with Middle School and High School students.
- With a search committee, hire two or more instructors for this program.
- Create, implement, and promote:
 - curricula of the Summer 2018 program
 - tuition rates

- scholarship programs
- marketing/promotions strategies
- Maintain expenses with the approved budget.
- Determine type and quantity of help needed to implement program.
- Welcome and maintain partnerships.
- Coordinate and confirm classrooms in all locations.
- Facilitate class sessions.
- Follow procedures on security and safety of the Emerald Art Center (“EAC”) Gallery.
- Share information about the LIGHT FAMILY YOUTH ART CAMP and our local arts and culture.
- Oversee the LIGHT FAMILY YOUTH ART CAMP and provide reports to the EEAA Board of Directors and Executive Director.

REQUIRED SKILLS:

- Excellent organizational, written and verbal skills, and time management.
- Professionalism when interacting with public, students, staff and faculty.
- Attention to detail.
- Knowledge of Art History and Art Making
- Engage with diverse populations
- Dedicated to continuous quality improvement

SALARY:

The total salary for the position will be \$3,500, to be paid out in monthly installments of \$350 on the last business day of each month, beginning the first month of employment, with the remaining balance of \$1,000 to be paid on the last business day of August, upon completion of the 2018 art camp.

TO APPLY:

Provide a letter of interest, resumé, and three (3) business references, by **March 14, 2018 (deadline extended)**

Contact information for questions and/or submittals is as follows:

Emerald Empire Art Association
Attn: Miriam Alexis Jordan, Board Member
500 Main Street
Springfield OR 97477
malexisjordan@comcast.net
Phone: 541-953-6764

Thank you for your interest.