



JOB DESCRIPTION

Job Title: **Arts Engagement Manager**
Reports To: Director, Visual Arts Center
FLSA Status: Exempt – Full-Time
Update: February, 2024

POSITION SUMMARY

The Arts Engagement Manager embraces Oregon Coast Council for the Arts' (OCCA) mission to celebrate, develop, and promote community arts. The Arts Engagement Manager will work in collaboration with the Visual Arts Center Director to develop and implement innovative and engaging arts education and community programming for a diverse array of community members. The Arts Engagement Manager is an excellent communicator and a collaborative, inclusive relationship-builder who expands the impact and reputation of the VAC and OCCA through their work. This position will work closely with community partners and schools to provide high quality, accessible and culturally responsive arts programming.

ESSENTIAL RESPONSIBILITIES

The following list is illustrative and is not intended to describe every function that may be performed by this position:

- ✦ Embrace Oregon Coast Council for the Arts' values and programs that advances diversity, equity and inclusion within the work of the organization
- ✦ Work collaboratively to identify new and expanded areas of growth for arts education programming and special programming
- ✦ Assist with daily operations of education programs to include registration, marketing, emailing parents of participants, scheduling, processing tuition through OCCA's point of sales system, and performing classroom set-up and clean up.
- ✦ Work collaboratively with the Visual Arts Center Director in planning and program implementation
- ✦ Maintain a 6-9 month planning horizon for all classes and programming
- ✦ Coordinate and train volunteers to assist with programming and events
- ✦ Provide grant-writing support to the VAC Director and ED as needed
- ✦ Stay current on issues related to arts education in the region
- ✦ Act as the primary coordinator for special projects and events at the VAC such as the banner auction.
- ✦ Provide and maintain accurate records, reports and data for programs in a consistent and timely manner.
- ✦ Assist with other building tasks, special events, and duties as assigned
- ✦ Work nights and weekends as needed for VAC events and general operations
- ✦ Rental coordination for VAC spaces as needed

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

EDUCATION and/or EXPERIENCE

- ✦ 2+ years of experience in an arts education setting with teaching expertise
- ✦ Significant experience in scheduling and training volunteers

- ✦ Experience with curriculum writing and assessment preferred
- ✦ Proficiency in Microsoft Office Suite as well as other common office applications
- ✦ Bachelors or Masters Degree in the arts, arts education, education or commensurate experience at an arts organization or community center

KNOWLEDGE & SKILLS TO BE SUCCESSFUL

- ✦ Creative, curious problem solver
- ✦ Dependable and accountable
- ✦ Adaptable team-player
- ✦ Strong interpersonal skills
- ✦ Friendly and approachable
- ✦ A self-starter with multi-tasking capabilities
- ✦ Responsible and respectful
- ✦ Integrity, commitment, and enthusiasm
- ✦ Organized with an attention to detail
- ✦ Clear communicator with a variety of stakeholders

LANGUAGE SKILLS

Ability to read, analyze and interpret technical procedures, business contracts and government regulations. Ability to respond effectively to sensitive inquiries and complaints. Ability to write reports, business correspondence and procedural documents. Ability to effectively present information and respond to questions from staff, volunteers and the general public.

MATHEMATICAL SKILLS

Ability to count cash and calculate figures such as discounts, commissions and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and deal with abstract and concrete variables.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk and hear; move and hang artwork up to 20 pounds for appropriate display. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision and color vision. Ability to perform repetitive tasks such as stuffing envelopes and typing.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally may be exposed to outside weather conditions, which occasionally may include extreme cold or extreme wind and rain. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

This job description does not represent, nor is it intended to be a complete and exhaustive detailed list of all job duties and requirements. Other duties and responsibilities may be assigned and/or changed at the discretion of management, with or without advance notice.