



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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Community Programs Coordinator

Burlington City Arts

POSTING DATE: August 20, 2014

RATE OF PAY: \$21.58/hour

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: August 28, 2014

POSITION STATUS: Regular Full-Time

CLASSIFICATION GRADE: 16

UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for coordinating various community programs and classes offered by Burlington City Arts with in three of BCA's education studios across all four class seasons.

ESSENTIAL FUNCTIONS:

- Develop and schedule educational programming for the clay, print and visual arts studios.
- Recruit, hire, train and manage qualified instructors, models, education interns and volunteers as well as event volunteers for fundraisers and public events and festivals. Make fiscal decisions regarding the various program budgets such as purchasing and teacher hiring decisions.
- Coordinate instructor and studio schedules, find substitutes when needed.
- Serve as point person for generating new hire and change to be processed by human resources, including coordinating the completion of new hire forms and background checks.
- Coordinate the completion and submission of timesheets.
- Develop curriculum for a variety of classes including adult classes, youth camps, after school programs, drop-in programs, contracted classes, college courses, private classes and City wide events.
- Track and monitor studio program budgets including income and expenses, billing and invoicing. Provide reports on the studios' financial status to the Education Director. Billing and budgeting for the various programs, including annual and monthly budget projections.
- Purchase, manage and track studio inventory and coordinate availability of materials for instructors at various sites. Develop and implement database and tracking for programs.
- Assist Studio Technician with renter duties, and up keep of facilities including safety codes.
- Assist with marking and promotion of classes, programs and fundraising.
- With the Education Director, create short and long-term goals for education and programming and develop partnerships with area schools, colleges and community groups in effort to design programs to meet their needs.
- Manage Studio educational operation by ensuring open studio hours are covered and communicating with the Parks and Recreation Department as it relates to building wide events at Memorial Auditorium and other facility needs.
- With the Education Director and education staff, assess current and past programs and redevelop programs as needed.
- Act as receptionist for general inquiries from members of the public in person, via email or phone. Participate in appropriate staff meetings and collaborate with education team and co-workers.
- Develop knowledge of and collaborate with other area art organizations to create successful classes and increase enrollment.
- Participate in the Community Arts Education Council and other conferences.
- Develop and maintain an Education Database to record all students and members of the public that rent, visit, or take a class in the space to help with strategic planning, annual reports and data needed when applying for grants.
- Assist in website maintenance, social media, mass emails and other means of promoting the mission of BCA.
- Recruit and screen mentors and mentees for the Mentor Arts program, match mentor pairs, facilitate initial meeting and support mentor process. Plan and facilitate events: group mentor activities, training and support meetings for mentors etc
- Evaluate programming through the development and implementation of evaluation instruments.
- Manage art supplies and art activity for various programs.
- Assist with fundraising for the various programs; fundraising event planning from concept to finished event.
- Assist with grant writing and grant reporting and finding additional funding streams for different programs as necessary. Expand and strengthen the programs to better meet the needs of participants.
- Assist youth with developmental activities.
- Work directly with Hospital staff, patients and families to strengthen and expand AFTH. Recruit screen, schedule, train and support AFTH volunteers and manage bimonthly AFTH exhibits at the hospital.
- Coordinate and manage off-site art shows as required.
- Serve as the point person to members of the public and other nonprofits or organizations who are interested in creating new initiatives through BCA.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- A Bachelor's degree in studio art or related field required. One year of experience working in direct service in a non-profit organization. Demonstrated knowledge of budget preparation and accounting methods required. Experience with fundraising preferred.
- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with mentors, mentees, volunteers, members of the general public, local officials, City Arts Board members, etc. Knowledge of art world with a regional emphasis
- Ability to work effectively with a wide variety of constituents, public and vendors. Strong communication skills, both oral and written, required. Strong interpersonal skills required.
- Familiarity working in a Windows-type OS, including knowledge of spreadsheet and word processing software required.
- Ability to work evenings, weekends and holidays as required. Ability to multi-task, prioritize, work in a fast paced and high pressure environment.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website:

www.burlingtonvt.gov/HR .

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.