

ART STUDENTS LEAGUE OF DENVER

JOB DESCRIPTION

Program Coordinator

ABOUT THE ART STUDENTS LEAGUE OF DENVER

Modeled on the famous Art Students League of New York, The Art Students League of Denver (ASLD) first opened its doors in 1987 with a handful of recognized artists teaching over one hundred students within its first year. Today, located in the historic Sherman School in the West Washington Park area, ASLD engages over 900 students a month with over 200 noted artists who teach diverse fine arts courses throughout the year. A 501(c)(3) non-profit organization, ASLD is supported by private donations, tuition, foundation grants, and the Scientific & Cultural Facilities District.

At ASLD, every student has the opportunity to study with regionally and nationally recognized working artists in a wide selection of media. Our ongoing classes, workshops and youth summer camps provide hands-on experiences for all ages and ability levels. Community engagement is central to ASLD mission and realized through partnerships with local organizations.

SUMMARY

Under the general supervision of the Program Director, this full-time, non-exempt position is responsible for supporting the successful development, coordination, and execution of the Art Students League of Denver's (ASLD) adult and youth courses, community engagement program, exhibitions, and special events. Responsibilities include but not limited to scheduling adult and youth courses, coordinating and installing exhibitions, collaborating with outside partners, and working to identify and deliver off-site programs. This position will work closely with ASLD staff, faculty, and students, as well as collaborate with local and national creative professionals.

DUTIES AND RESPONSIBILITIES

- Coordinates adult programs such as Visiting Artists Series and Atelier Program by managing logistics, preparing contracts, program set-up and break-down, and handling travel, lodging and hospitality arrangements.
- Works on KidArt summer camps & Teen Studio including scheduling camps, hiring, training and managing summer camp assistants, ordering camp supplies, tracking enrollment, and all other camp-related duties.
- Assists with scheduling all courses and programs in the database software, and offers support with course catalog development.
- Plans and coordinates with artists and instructors on programs such as Demo & Dialogue, Artists Studio Tours, Artist Professional Development Series, and other special programs.
- Works with the Program Director in identifying artists and collaborating entities that will be appropriate for ASLD's varying educational and exhibition programs.
- Supports the Program Director with exhibition program in tandem with programming by managing exhibition schedule and logistics, coordinating with artists, creating exhibit didactics, installing onsite/offsite exhibits, and organizing exhibition receptions.
- Works with the Program Director and other administrative staff in marketing, fundraising and customer service.
- Assists the Program Director in representing ASLD to the community, building awareness and expanding programmatic participation and retention.
- Participates in planning meetings for programs and exhibits, faculty meetings, and select committees as needed.
- Other duties and special projects as assigned.

ESSENTIAL QUALIFICATIONS & SKILLS

- A Bachelor's Degree in Art Education, Arts Administration, Fine Arts, Non-Profit Administration, or related field
- 2-4 years experience in art programming, art education, fine arts or closely related field
- Must have excellent oral and written communication skills
- Strong organizational skills, accuracy, and meticulous attention to detail
- Ability to effectively work with diverse audiences
- Must be flexible and able to handle multiple tasks and conflicting priorities
- Demonstrated ability to balance working independently with working collaboratively as part of a team
- Ability to anticipate needs and proactively project manage
- Experience in exhibition planning and execution
- Understanding of best art handling practices and knowledgeable on art trends
- Experience preparing and managing budgets, including proactively tracking revenues and expenses
- Ability and willingness to work evening hours and weekends when required
- Proficiency in Microsoft Office applications including Word, Excel, and PowerPoint; and data entry experience
- Has a sense of humor

COMPENSATION & BENEFIT

The compensation for the Program Coordinator position is based on market data and commensurate with experience. Generous benefits package, including employer paid medical, dental and long-term disability insurance.

ORGANIZATIONAL COMMITMENT

ASLD is an equal opportunity employer that values workplace diversity and strives to be an inclusive organization. We are committed to building a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Open until filled.

Please send resume and cover letter to Program Director, Ama Mills-Robertson at: a.mills@asld.org