

ART STUDENTS LEAGUE OF DENVER

JOB DESCRIPTION

Programming Coordinator

SUMMARY

Under the general supervision of the Director of Programming and Community Engagement, this full-time, non-exempt position is responsible for supporting the successful development, coordination, and execution of all the Art Students League of Denver's (ASLD) programs. Responsibilities include but are not limited to: planning and scheduling courses, updating all scheduled courses to ASLD CRM database, creating/updating course at-a-glance, ordering & organizing art supplies, and overseeing studio equipment including IT such as iPads, large screen monitors & associated equipment. This position will work closely with ASLD staff, faculty, and students, as well as collaborate with local and national creative professionals.

ESSENTIAL QUALIFICATIONS

- Education/Experience Associate's degree or equivalent from two-year college or technical school
- Two years of related professional experience

DUTIES AND RESPONSIBILITIES

Primary: Works with the members of the Programming and Community Engagement team to develop, support, promote, and schedule ASLD's programs. Act as a representative of ASLD to build awareness and expand programmatic participation and retention for programs. Add to and update the CRM database with program details. Create and regularly update course at-a-glance. Maintain/organize and order course supplies and studio equipment as needed. Assist with model coordination, exhibit implementation, online courses and all community engagement activities.

- Supports instructors to ensure courses are running smoothly
- Work with faculty from each media to assess needs, problems, and opportunities for programming
- Identify gaps within media and work to fill gaps to provide diversity, access, and equity for programs
- Maintain and organize art supplies, track inventory, ordering to restock as needed throughout the year

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- Ensure instructors are aware of and stay within the supply budget for their courses
- Develop schedule and execute KidArt summer camps and supervised care program
- Assist the Programming and Community Engagement team with hiring, training, scheduling, and supervising of summer camp assistants
- Regularly check and maintain studio equipment
- Review all course registration daily for low enrollment and communicate with ASLD staff, faculty, and students regarding promotion and/or cancellation
- Enter scheduled courses and programs in the database software
- Support the model program
- Create online At-A-Glance course catalog and review weekly for needed edits/updates and communicate them to the Communications Manager to update on the ASLD website
- Train instructors on IT equipment and Zoom video communications
- Support online programs by working with instructor to schedule or act as a course monitor for Zoom video courses

General/Secondary:

- Participates in planning meetings for programs and exhibits, faculty meetings, and select committees as needed
- Works with the Programming and Community Engagement team and other administrative staff in marketing, fundraising and customer service
- Assist with coordination and oversight of programs-related volunteers
- Other duties and special projects as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Strong organizational skills, accuracy, and attention to detail
- 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
- Adept data entry experience
- Proficiency in Microsoft Office applications (Word, Excel, and PowerPoint) and Google Suite

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- Ability and willingness to work evening hours and weekends as required. The current work schedule includes at least one weekend day shift per month. In exchange for the weekend day, a midweek day is taken off.
- Ability to effectively meet and deal with the public and to handle stressful situations
- Committed to advancing Justice, Equity, Diversity, Inclusion, and Access initiatives
- Willingness to work with budgets and tracking expenses, including spreadsheets
- Interest in art programming, art education, fine arts or closely related field

COMPENSATION & BENEFITS

The compensation range for this position is \$19.25 - \$22.00 p/hr, based on market data and commensurate with experience. ASLD's full-time employees qualify for a generous benefits package including: paid leave (15 days paid vacation starting year one), employer paid medical, dental, optional vision, and long-term disability insurance. ASLD employees are also eligible to take courses at no cost. Flexible work schedule available.

Applicants should email a resume and cover letter describing their interest in the Programming Coordinator position to a.ryan@asld.org. Please include "Your Name – Programming Coordinator" in the subject line of the e-mail. Applications will be reviewed on a rolling basis. Only potential candidates will be contacted. Open until filled.

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.