



PROGRAM COORDINATOR

The Emerald Art Center Program Coordinator administers a wide range of programs and community initiatives. This role reports to the Director of Emerald Art Center, supports instructors, staff, and committee members affiliated with programs, and directly supervises seasonal staff.

The Program Coordinator oversees coordination of youth summer art camp, adult arts programming, and volunteer activities. Programming Coordinator should be knowledgeable of arts education programs and materials. This position is ideal for someone interested in utilizing or expanding their experience in arts education, member, gallery, and program management.

DUTIES:

Work closely with EAC Director, committees, instructors, and staff to: coordinate and manage youth arts camp (ages 9 - 17), oversee adult class enrollment and registration, and maintain EAC member activity hours and engagement.

- Oversee operations and preparation for art camp and adult programs
- Evaluate, develop, and implement: arts programming, tuition rates, scholarship programs, data collection, and evaluations.
- Collect and communicate with instructors to provide participant information, rosters, and evaluation data
- Maintain expenses within the approved budgets
- Coordinate partnerships and donations
- Maintain room usage calendar, email communication, material inventory, and program registration.
- Develop and implement marketing for classes, camp, and arts related events
- Maintain and document member activity participation and communication
- Oversee coordination of safety measures and policies including camp drop off and pick up and classroom organization
- Expand awareness of EAC programming

REQUIRED SKILLS:

- High degree of organizational, written and verbal communication, flexibility, self- motivation and time management skills.
- Professionalism when interacting with the public, students, staff, and faculty
- Experience with technology including: Google forms, website management, Canva (or design based-program), and social media and marketing platforms.
- Comprehensive knowledge of art materials, art education, and nonprofit organizations
- Patient, tactful, professionally objective, calm and effective in emergency situations, and enthusiastic disposition
- Ability to communicate with a variety of personality types including distressed and demanding participants in an effective manner
- Dedicated to continuous quality improvement

PART TIME POSITION:

12 hours/week May - September 2026 (some Saturdays)

\$23/hour

*Position has potential for extending into the year

Open until filled; application screening will begin immediately (April - May)

APPLICATION:

1. A current resume/CV - including relevant work history with dates of employment and educational background.
2. Cover letter - Highlighting experience in arts education and program coordination.
3. Three professional references with contact information. References will not be contacted without prior notification.

We are committed to finding the best candidate for the position, and that might include someone with a nontraditional background. Even if you think you don't meet every preferred qualification, we encourage you to apply.

Email application documents to:
Melissa Green, Emerald Art Center Director
director@emeraldartcenter.org