



## **Community Partner Programs Coordinator**

The Art Base is a non-profit art center in Basalt, CO, which fosters creative expression in the visual arts for all ages and abilities, through education, exhibitions, and providing opportunities to artists and artisans. The Art Base serves the Roaring Fork Valley, specifically the mid-valley and Basalt community, which includes several adjacent unincorporated areas in both Eagle and Pitkin counties, Garfield County, and the Roaring Fork School District. We take pride in providing educational opportunities and artmaking experiences, as well as in serving as a platform for artists to exhibit their work.

The **Community Partner Programs Coordinator** will be a friendly and community - centric person who is committed to the success of inclusive educational programming at the Art Base. Under the direction of the Education Programs Manager, the **Community Partner Programs Coordinator** will be responsible for co-creating and coordinating innovative programming with organizations serving underrepresented groups, aiming to expand art classes and opportunities, making art accessible to all. The **Community Partner Programs Coordinator** will report to the **Education Programs Manager**.

### **REQUIRED JOB FUNCTIONS:**

- Brainstorm potential partnerships and methods for engagement.
- Conduct public outreach to the development, management, and delivery of culturally appropriate and relevant art educational classes and workshops.
- Sustain programs and partnerships with area nonprofits, such as English in Action.
- Develop a minimum of three new art classes /program partnerships in 2025.
- Teach and/or facilitate classes/workshops (i.e., art making classes or public engagement program)
- Work with Education Programs Manager to develop and distribute evaluations, track data, and assist Grant Writer with quarterly Grant reporting.
- Assist Studio Manager with supplies, studio organization and cleanliness, and distribution of free "Art Kits" to families.
- Maintain a calendar for art programs.
- Assist organization during workshops, gallery openings, Art Base Council, and donor events (including annual gala), and artist talks.

## REQUIREMENTS:

- Passion for art education and community engagement.
- Minimum two-year experience in planning or coordinating preferably in a non-profit organization. in educational activities and/or public programming experience in an arts organization.
- Outstanding organizational skills to effectively manage multiple projects.
- Excellent communication, presentation, customer service, and interpersonal skills; must be adept in problem anticipation, resolution, and negotiation.
- Ability to work some evenings and weekends.
- Proficiency in Microsoft Office, including Outlook, Word, Excel, Google, and Gmail
- Bachelor's degree in teaching, arts administration, visual arts, or related field preferred.
- Bilingual (Spanish/English) required.

## COMPENSATION:

This non-exempt position is 25 – 28 hours per week. The hourly salary range is \$22.00 – 24.00 an hour commensurate with experience.

Work Location: In person.

Benefits: Sick time, complimentary lunch program, access to Art Base art classes and workshops.

TO APPLY: To be considered for this position, please send cover letter, resume, and three professional references to: [info@theartbase.org](mailto:info@theartbase.org). This position will remain open until filled.

The Art Base embraces diversity and equal opportunity as a key organizational value. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The Art Base provides equal employment opportunities to all and prohibits discrimination and/or harassment of any type, regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.