

Artistic Programs Coordinator

Position Summary

The National YoungArts Foundation Artistic Programs Coordinator provides administrative support, data management, communications, and follow-up to ensure that artistic programs information is communicated effectively and that proper procedures are followed from event conception to close. This position must also be available to provide artist services support for all related programming. The Coordinator works collaboratively with many internal teams to build and sustain deep relationships within YoungArts winners, alumni and stakeholders to provide the best possible visitor experience at all programs.

Essential Job Functions

- Maintain day to day administrative tasks for Artistic Programs teams as directed by Vice President of Artistic Programs.
- Manage communication with constituents via email, telephone and YoungArts Post.
- Respond as needed to inquiries from constituents, including alumni, winners and applicants.
- Administer and process paperwork for applicants and winners for all artistic program activities including but not limited to travel documents, medical and dietary forms, and other registration materials.
- Process paperwork for contract and part temporary employees.
- Manage alumni research initiatives and maintain alumni database, ensuring accurate and complete alumni records, and identifying and communication with successful and emerging alumni.
- Responsible for on-site management, problem-identification and resolution at artistic programs and events.
- Responsible for traffic coordination on external communications materials, including program notes, anthologies and catalogues.
- Generate and maintain database of contact and biographical information for Master teachers and other artistic personnel.
- Responsible for on-site office management, problem-identification and resolution during all core program weeks.
- Manage logistic for alumni travel, payment and hospitality.
- Establish and maintain positive working relationships and present a positive image of the organization to the public, patrons, clients, and artists.
- Other duties as assigned.

Minimum Qualifications and Application Information

Position requires an Associate's Degree along with three years office and/or customer service experience with at least one year in a cultural arts or related program/employer and strong computer skills with Microsoft Office software (Word, Excel, PowerPoint). Work schedule will include events, evenings, & weekends and travel.

Must also have the following abilities:

- Select and use appropriate communication methods and exhibit good listening and comprehension
- Familiarity with operational/technical requirements of a visual, performing arts, and/or media organization.
- Excellent organizational skills with particular attention to detail and capacity to manage multiple tasks and deadlines.
- Experience working effectively with people of diverse cultural backgrounds.

- Comfortable working with sensitive or explicit contemporary art and performance.
- Express ideas and thoughts clearly in written documents
- Think strategically – consider broad range of internal and external factors when solving problems
- Strong interpersonal and leadership skills, and ability to problem-solve and develop contingency plans as needed.
- Work well in group settings to develop innovative ideas and solutions to problems
- Prioritize, organize and schedule multiple tasks, activities and projects to make the best use of time
- Take personal leadership and accountability and react well under pressure
- Contribute to building a positive team spirit
- Familiarity with basic HTML and IT a plus.

Physical Requirements

- Walk, bend, lift (up to 25 pounds) including files, office supplies and electronic equipment
- Finger dexterity to pick up paper and use computer keyboard
- Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading
- Ability to hear in normal tones including telephone and face-to-face conversation

We offer an extraordinary compensation and benefits package including generous paid time off (PTO, holiday, and sick), 100% paid medical, dental, vision, life and long-term disability insurance and a 100% matched 401(k) plan (available after one year of service).

Please send resume along with three professional references and salary requirements in one continuous WORD or PDF document to: rlengel@youngarts.org.