



Title	Program Coordinator
Department	Education & Programs
Reports to	Director of Education & Programs
FTE	Part-time, 20 hours a week, \$20/hr

JOB SUMMARY

Pratt Fine Arts Center is seeking a highly motivated and energetic Program Coordinator. Reporting to the Director of Education & Programs, the Program Coordinator will provide administrative support for Pratt's growing programs and initiatives.

Specifically, the Program Coordinator will be tasked with planning and executing a variety of Pratt's custom programs including classes, workshops and events that may take place on-site, off-site, or virtually. These may include community events, corporate events, private art parties, custom classes, as well as any other activities as determined by the Director of Education & Programs. The Program Coordinator will also support Pratt's public online programming, scholarship administration, and exhibition coordination.

The Program Coordinator works closely with the Director of Education & Programs and the Studio Managers to build community and maintain positive relationships with partnering organizations and community members, as well as to form and drive the mission and vision of Pratt as it relates to the department and program excellence.

Must be available for occasional weekend / after-hours events.

Pratt is currently adapting to public health restrictions in order to ensure the safety of our community and help prevent the spread of COVID-19. For the foreseeable future, the Program Coordinator may elect to work on-site or remotely, supporting in-person events as needed. Longer term, in-person attendance may be required on a more regular basis.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPoC) are encouraged to apply.

RESPONSIBILITIES

The Program Coordinator ensures that custom experiences are successful for diverse groups of people. The Program Coordinator will work closely with the Director of Education & Programs to refine and strengthen events, online and custom class offerings, and outreach initiatives. Primary responsibilities include:

- Work with the Director of Education & Programs as well the Marketing team, Development team, and Studio Managers to develop and implement Pratt events' strategy effectively and on time
- Maintain strong relationships with Studio Managers, instructors, artists, event vendors, and related arts and culture / community partners
- Maintain effective and timely communications with clients and other stakeholders
- Ensure all logistical details are considered and addressed, including: scheduling, set-up, equipment/supply needs, permits, etc...
- Schedule/coordinate supply pickups and set up online platforms for virtual events and classes
- Generate invoices and secure payments
- Participate in contract negotiations and evaluations with a variety of vendors
- When needed, establish flow of the event and assist in overall execution
- Virtual and on-site management of the assigned events
- Assist with budget development, forecasting and expense control
- Monitor event registration and after-event reports
- Identify and prospect potential clients and partners

MINIMUM QUALIFICATIONS

- Proven success in planning arts/community events and/or educational workshops
- Solid project management skills, and excellent interpersonal and written communication skills
- Experience leading and successfully executing events
- Demonstrated success in program management and project management
- Able to handle simultaneous tasks, organize and complete tasks in a timely and cost-effective fashion
- Experience in customer service and/or hosting skills
- Able to handle demanding situations and meet deadlines
- Able to work independently and as a team member
- Excellent organizational skills
- Careful attention to detail
- Ability to establish and maintain effective working relationships with all levels of staff, Board members, artists, and partner organizations
- Thorough knowledge of the Microsoft Office Applications (Word, Excel, PowerPoint, Outlook)
- Ability to build strong relationships with diverse community partners
- Must be able to think on their feet and outside the box

DESIRED QUALITIES

- 3-5 years' event experience, including planning and coordination of meetings and events
- Knowledge of visual art disciplines and processes, in theory or practice
- Knowledge and experience using Microsoft Teams, Zoom and/or similar platforms
- Experience with delivery of online and/or recorded content
- Passion for innovative arts programming and experiences

COMPENSATION

\$20/hr. Also includes generous in-kind benefits in the form of class registrations and studio access.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

APPLICATION REQUIREMENTS

Please send a resume, three references, and cover letter outlining your interest, qualifications, and commitment to diversity, equity, and inclusion to Natalia Torres, Director of Education & Programs, at ntorres@pratt.org. No calls or drop ins please.

APPLICATION DEADLINE

February 23, 2022

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. People of color are encouraged to apply.