



Title	Program Coordinator
Department(s)	Programs
Reports to	Director of Programs
FTE	Part-time, 20 hours a week, range = \$20/hr.
Exempt Status	Non-Exempt

JOB SUMMARY

Pratt Fine Arts Center is seeking a highly motivated, and energetic Program Coordinator. Reporting to the Director of 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 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 Programs. The Program Coordinator will also provide support for Pratt's public online programming.

The Program Coordinator works closely with the Director of 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 will be expected to work remotely, participating in meetings as needed.

Pratt Fine Arts Center is an equal opportunity employer and committed to diversity, equity and inclusion. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.

Responsibilities

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

- Work with the Director of 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, 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 pressure situations and to meet deadlines
- Able to work independently and as a team member
- Excellent organizational skills
- Careful attention to details
- 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 which includes planning and coordination of meetings and events
- Knowledge and experience using Microsoft Teams, Zoom and/or similar platform.
- 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 cover letter outlining your interest and qualifications, and your commitment to diversity, equity and inclusion, as well as a resume and three references to Eve Sanford, Director of Programs esanford@pratt.org. No calls or drop ins please

Application Deadline: June 13, 2021