



Greater Columbus Arts Council

**Job Title: Grants & Services Coordinator**

**Benefits: Competitive Benefits Package**

Salary Range: \$38,000 - \$45,000

**Job Summary**

Under the supervision of the Grants & Services Manager, coordinate and provide support for various grant and service programs, such as Artists in the Community, Project Support and BOOST grant programs, Residencies and Artist Exchange Program, Fellowships, Street Performer Program and OPPArt workshops. Specific duties include:

- Manage the Artist in the Community (AIRC) grant program, including technology, application review, customer relations, communications and administrative tasks. Assist with administrative tasks for other grant programs, as directed
- Build new application programs, tools, reports and communications in online application platform
- Program and facilitate suite of GCAC workshops
- Coordinate editorial calendar and content creation specific to grants & services department communications, including the OPPArt e-newsletter, website resources and social media
- Assist with logistics and hospitality of GCAC's Artist Exchange and Residencies, as directed

Also provide Administrative Support, including:

- Compile data for board and budget updates
- On-going program evaluation, reporting and recommendations
- Maintain Grants & Services website content
- Coordinate contracts and check requests to Finance and Administration
- Assist with signature GCAC events such as the Columbus Arts Festival, Community Arts Partnerships Award Luncheon, Columbus Open Studio & Stage and the Public Forum
- Partner with other departments and complete additional projects, as needed

**Minimum Qualifications**

Ideal candidate will have 1-3 years of project management and high-touch customer service in a professional environment, and

- must be skilled and comfortable with technology and enthusiastic about learning, managing and troubleshooting a complex online platform; experience with database software, HTML or JavaScript a plus, but not required
- should be comfortable with public speaking and presentations
- must be a critical thinker and able to work independently as well as a part of a team, meet target deadlines and manage time effectively
- should be a patient, active listener and possess excellent oral & written communications skills
- be available to work some evenings and weekends

**Commitment to Diversity & Inclusion**

Based on national data, the Greater Columbus Arts Council recognizes that opportunities for employment for people of color are lacking in the arts community. While all applicants will be considered, preference will be given to applicants of color. This is one small step in helping to feed the pipeline of future arts administrators and artists to reflect and serve our diverse community.

Please email cover letter and resume no later than February 17, 2019 to [Jobs@gcac.org](mailto:Jobs@gcac.org). No phone calls. We thank all candidates for their interest; however, we are only able to contact those who we decide to interview.

EOE/M/F/D/V/SO