

Job Posting

Position Title: Administration and Festival Coordinator

Status: Non-Exempt, full-time

Salary Range: \$14 - \$17 / hour

Reports to: Executive Director

About the Role: The Peggy R. McConnell Arts Center (MAC) of Worthington seeks a motivated arts professional to coordinate the year-round administrative needs and programmatic efforts in the visual and performing arts offerings for the multi-disciplinary arts center serving Worthington and the greater central Ohio region as well as manage the Worthington Arts Festival which takes place in June each year.

In this role you will work closely with the Executive Director supporting scheduling and administrative needs for the organization and work with both internal and external clients including artists, patrons, and community partners. Festival Coordination includes promoting the festival to artists through local, regional, and nationwide channels, managing the jurying process and serving as lead contact in charge of logistics and artist relations before, during, and after the festival. Full-time hours include regular weekend and occasional evening work to support building operations, programs, and events.

About the MAC: The McConnell Arts Center is a dynamic multi-disciplinary arts center located in Worthington, Ohio in the historic former Worthington High School building. The MAC opened in 2009 through a partnership between Worthington Schools, the City of Worthington and the Worthington Arts Council, and has created a vibrant and dynamic arts program of the highest quality that is enjoyed by patrons throughout the central Ohio. Featuring established and emerging artists on view, on stage, and in class, the MAC provides exhibition and performance opportunities to local artists. Through diverse programming including art education classes, exhibitions, and live performances, the MAC builds connections between artists and the community in a comfortable setting, inspiring personal growth and promoting a well-rounded and balanced life.

The MAC remained open through most of the COVID-19 pandemic with limited programs and vacant positions remaining unfilled. As programs start to expand, we are working back toward a fully staffed team of 7 members with additional support from independent arts instructors and passionate volunteers. Benefits include paid vacation and sick time and access to a company sponsored healthcare plan, complimentary tickets to performances at the MAC and from our partners, and a flexible working environment.

Essential Functions:

Administrative (50%)

- Serve as first point of contact with the general public by answering phones, taking and relaying messages, and welcoming guests at the front desk.
- Provide administrative support for all programs, including box office and registrations.
- Maintain patron and donor database and marketing mailing lists.
- Serve as Volunteer Coordinator and schedule volunteers for regular programming and special events.
- Create acknowledgement and thank you letters to donors.
- Pull mailing lists for special events, marketing, and donor outreach.
- Create monthly attendance and educational reports.
- Build weekly and monthly activity calendars for distribution internally.

- Provide support to programming staff for major events and ongoing activities at the MAC.
- Assist with managing the Board of Trustees scheduling and meeting support.

Worthington Arts Festival Management (25%)

- Manage event logistics related to the Worthington Arts Festival.
- Promote Festival to artists regionally and nationwide, and manage application process.
- Manage the jury process and communicate with accepted artists.
- Organize meetings with community partners, volunteers, and committee members and arrange needed materials.
- Design festival layout, make arrangements with vendors, and develop content for brochures and promotions.
- Serve as event lead for the weeks leading up to and including the festival.

Office Management (25%)

- Process the mail and coordinate deposits.
- Coordinate vendor payments, facility contracts, and documentation.
- Organize weekly and monthly financial record keeping and filing.
- Manage all receipts and check requests and coordinate with accounting.
- Order office supplies as needed.
- All other duties as assigned by the Executive Director.

Program Expectations: The McCormell Arts Center presents programs through collaboration with local and regional artists. More a presenter than producer, the MAC works with existing performing arts groups, visual artists, and educators to bring a variety of free and ticketed events to the MAC. Arts education offerings vary from traditional weekly art classes to day-long intensive workshops and introductory instruction through outreach and engagement efforts. The visual arts series features the work of local artists and arts groups who live and work in the central Ohio region. Live performances range from venue rentals from local arts groups to MAC sponsored programs designed to attract a wide variety of audiences. MAC programs are also designed to work across disciplines to engage artists in new and exciting ways, bringing patrons into direct contact with artists and creators.

Work Environment: To perform this job successfully, you should be able to perform each essential duty satisfactorily. The physical demands and work environment described in this job description are representative of those an employee encounters while performing the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, you will be regularly required to use a computer and communicate with co-workers in an office environment. You will frequently need to stand or sit to complete work, move tables, chairs, climb ladders, install a/v and other tech equipment and perform other duties when setting rooms for programs and events, moving or lifting up to 60 lbs.

Our Ideal Candidate: To be selected, you should be passionate about visual and performing arts programming and arts education, and have a career, volunteer, or academic history demonstrating that commitment. Bachelor's degree with a minimum of 1-2 years professional program or arts management experience and an appreciation for community-driven initiatives. You should be goal-oriented and mission-driven and able to manage complex calendars and schedules. Flexibility and creativity are essential qualities. An ability to support the work of artists and performers, interns and volunteers is

essential as well working independently, managing self-directed weekly and monthly goals. You should have a great rapport with fellow staff and artists and the ability to work with all kinds of people. Most importantly, you should be a proactive communicator, friendly, approachable, and creative.

The MAC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined in federal, state or local laws.

To Apply: Send resume, cover letter, salary requirements, and references to hr@mcconnellarts.org. No phone calls please. Posting will remain active until position is filled. Only candidates selected for an interview will be contacted.