



Job Title: Program Coordinator, Public Art Plan launch

Salary Range: \$35 per hour, 20-30 hours/week

This is a temporary contract-position (9 month, start date ASAP)

Job Summary

Greater Columbus Arts Council is in search of a self-directed, hands-on Program Coordinator with a minimum of 3 years' experience in project management work, preferably attained through working for a non-profit entity. Applicants possessing an arts background are highly desired for this position. The successful candidate, under the direction of the Vice President of Marketing, will have made contributions in community planning and public engagement and is eager to be a part of central Ohio's new public art plan initiative "**Greater Columbus. Greater ART**".

Who We Are:

The Greater Columbus Arts Council (GCAC) is a dynamic, mission driven organization committed to supporting and advancing the arts and cultural fabric of Columbus. We are dedicated to strengthening diversity, equity & inclusion efforts within all our programs and within the arts community. Our vision is "a thriving Columbus where the arts matter to all of us."

With support from the city of Columbus and Franklin County, GCAC has taken lead to guide the public art planning and begin implementation. There is a strong desire and appetite for the future of public art to reflect the diverse and vibrant community of Columbus. This newly created role will focus on ensuring Columbus and Franklin County's new public art plan fosters a strong public art culture, collection and history that celebrates regional arts and culture and places it in a global context.

This role may be the right fit for you if:

- You are resourceful, innovative and imaginative and thrive on blazing trails.
- You consistently operate with a positive, optimistic and solutions-oriented attitude.
- You have the capacity and capability to be supportive of and work within a diverse community of artists.
- You are a champion of creativity.
- You believe the arts matter in central Ohio.
- You embrace and foster change and have a willingness to approach things from a uniquely different perspective.
- You don't mind the occasional evening and weekend work.

Key Responsibilities:

- Collaborate with the public art planning team on communication of the final public art plan;
- Assist in managing communication, organization and event/meeting planning for steering and other committees;

- Assist in arranging meetings with Franklin County and City of Columbus staff and other public art and community representatives;
- Liaise with public art planning team to coordinate the creation of various elements in the launch package, including but not limited to online Toolkit and other website resources;
- Work with the public art planning team to assist in the development of a vision and strategy for the public art plan launch;
- Build relationships with communities and organizations across greater Columbus to realize and publicize public art launch;
- Build database of contacts and public art events;
- Help cultivate and track partnerships with site/ venue sponsors across greater Columbus, including potential digital partners;
- Help liaise with and track any needed communication with city officials such as neighborhood representatives and public service to ensure efficient and safe rollout of public art plan launch;
- Assist with recruiting volunteers where needed;
- Follow DEI best practices in all aspects of planning and implementation of the public art launch.

Qualifications

Ideal candidate will have 3+ years of experience in project management experience, in addition to:

- Nonprofit or arts background desired
- Familiarity with public art
- Solid organizational and time management skills
- Experience in event planning and production
- Excellent communication, public engagement; skilled at community planning
- Successful track record of working with diverse communities and individuals
- Experience working with corporate and public sponsors and advisory committees
- Strong collaborative skills
- Ability to troubleshoot, meet deadlines, and work calmly under pressure
- Proficient in Microsoft Office Suite, specifically Word and Excel
- Adobe creative suite and word press web site management experience preferred

Commitment to Diversity & Inclusion

The Greater Columbus Arts Council supports an inclusive workplace where everyone excels based on personal merit, qualifications, experience, ability, and job performance. We are devoted to providing fair and equitable consideration and treatment of all employees and candidates without regard to race, color, religion (creed), sex, gender expression or identity, pregnancy, age, national origin (ancestry), mental or physical disability, genetic information, marital status, sexual orientation, political affiliation, military or veteran status, or any other characteristic protected by applicable federal, state or local law in all of its activities or operations. GCAC will ensure that reasonable accommodations are provided to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment.

Please submit a cover letter and resume to jobs@gcac.org by Monday, April 22, 2024.

No phone calls will be accepted. We thank all candidates in advance for their interest in employment opportunities with GCAC. Regrettably, we are unable to respond to every resume submitted for consideration and genuinely appreciate your understanding of this.

Mission and Vision of the Greater Columbus Arts Council:

The mission of the Greater Columbus Arts Council is to support and advance the arts and cultural fabric of Columbus. Our vision is a thriving Columbus where the arts matter to all of us.

EOE/M/F/D/V/S