

Program and Event Coordinator

Make an impact on the visual arts in Southern Oregon by being part of the visual art programming team at the Rogue Gallery & Art Center. Work with a supportive and encouraging staff in an established art center.

Hours: 10:00 – 5:00 Tuesday through Friday, some evening or weekend
Wage: \$16.50 Hourly
Benefits: Paid Holidays (6 Days), one week paid vacation and one week sick leave after first year of employment
Start Date: February 1, 2023
Supervisor: Executive Director

General Description

The Program and Event Coordinator is responsible for coordinating visual art education and events. The coordinator aids in planning, implementing, and administering activities related to adult, youth, and children's classes held within our facility and at off-site locations. This includes some scheduling and overseeing adult workshops and youth programs. Programming includes Elementary Art Outreach Program, Artist Teen Art Workshops, Kids' Summer Art Camps, Afterschool Art Studio, and Family Art Days. The Coordinator also aids in events and fundraisers that include the annual Celtic event and annual auction.

Qualifications

- Must be energetic, well organized, highly productive, and detail-oriented
- Excellent planning, writing, and verbal skills
- Previous experience relevant to the visual arts
- Able to work effectively with the public, art patrons, and volunteers
- Able to work on multiple tasks simultaneously
- Competent with MS Office (Word, Excel, Power Point)
- Competent in social media platforms
- Must pass an Oregon state background check
- Lift 35 pounds

Preferred Qualifications

- Prior experience coordinating visual art workshops or events
- Familiarity with visual arts curriculum
- Experience working with children, youth, and artist/educators
- Familiarity in working with grants
- B.A./B.F.A. in Visual Art or related field

Duties and Responsibilities

- Coordinate visual art education and events
- Arrange times, dates, and location for educational and event activities
- Coordinate details during educational and event activities to assure safety and satisfaction of participants
- Conduct and review course evaluations from program participants
- Organize and manage the art studio, supplies, and equipment
- Recruit and coordinate education assistants, musicians, interns, and life drawing models
- Actively market programs and events with a focus on social media outlets
- Assist with developing and writing brochures, newsletters, and press releases of programs

The Rogue Gallery & Art Center is a non-profit visual art center that serves Southern Oregon. We present inspirational visual art exhibitions, educational opportunities, and community outreach programs. Located in downtown Medford, the Rogue Gallery has over 5500 sq. ft. dedicated to the visual arts that include three exhibition spaces, an artisan gift shop, and a large art studio.

To Apply: Send a cover letter, resume, and two job references to:

Kim Hearon, Executive Director
Rogue Gallery & Art center
541-772-8188
kim@roguegallery.org