

ARTS FORT WORTH

Community Engagement Coordinator Job Description

Job Title:	Community Engagement Coordinator
FLSA Status:	Part Time, Non-Exempt
Reports To:	Communications Manager
Supervises:	None
Salary:	\$18 - \$24 hourly, commensurate with qualifications and experience

Job Summary

Arts Fort Worth works to ensure everyone in Fort Worth can share and experience their own stories through the arts. By engaging communities in the process of creating public art, showcasing and supporting local talent at the Fort Worth Community Arts Center, granting funds for projects that take programs across the city, and providing educational resources that empower creatives, we're creating an environment that nurtures art forms as diverse as Fort Worth. For many local artists, community leaders, and lifelong learners, the community engagement coordinator is the welcoming guide who introduces them to our programs and engages them in the many ways we all make art happen!

If you have a strong interest in this opportunity, we encourage you to apply. A successful candidate will be selected based the values and perspectives they bring to our team and may or may not meet all of the stated qualifications.

The essential duties and responsibilities as listed in this document are tied to projects and programs that occur at different times throughout the year and this part-time position will work no more than 20 hours per week. For an initial period, work will take place onsite at the Fort Worth Community Arts Center (1300 Gendy Street, Fort Worth, 76107), but optional remote work and flexible scheduling will be available to this role. The community engagement coordinator reports to the communications manager in the advancement department and works with other departments throughout the organization.

Successful completion of a background check and pre-employment drug screen are required for all employees.

About Arts Fort Worth Founded in 1963 as the Arts Council of Fort Worth and Tarrant County, Arts Fort Worth is a nonprofit organization with the mission to promote, nurture, and support the arts in Fort Worth. We are committed to challenging systemic and historic barriers by building a platform where all have an opportunity to express and see themselves in the arts. Arts Fort Worth administers a competitive grants program, manages the Fort Worth Public Art program, and operates the Fort Worth Community Arts Center, a dynamic arts complex with theaters, galleries, studios, and office suites, on behalf of the City of Fort Worth. The facilities we manage are available to rent for a wide range of private and public events and programs. Arts Fort Worth also

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provides educational programming and supports arts advocacy at all levels of government. Our programs and services are supported in part by the City of Fort Worth and the Texas Commission on the Arts.

For more information, please visit artsfortworth.org

Essential Duties and Responsibilities

Community Engagement, Education, and Outreach

- Schedules and communicates community meetings and presentations to project stakeholders
- Creates opportunities for the public to learn about Arts Fort Worth's programs and services by coordinating tours, presentations, and other events
- There will be night and weekend engagement required periodically.

Print and Digital Media

- Compiles content for website, email newsletters, and social media
- Updates website and external calendars as needed
- Coordinates and creates ads, flyers, invitations, graphics, posters, and other media support for projects and programs

Other Duties

- Provide administrative support to the Communications Manager, as needed
- General administration and other duties, as assigned

Qualifications

- Experience and/or related education in visual or performing arts, art history, art education, art administration, public relations, advertising, and marketing, and/or a closely related field of study will be considered. Work and volunteer experience will also be considered.
- Knowledge of and passion for the arts, including visual, performing, literary, and intersectional arts.
- Ability to work congenially, productively and with enthusiasm with diverse members of the public, staff, including artists, city officials, community members, donors, and other partners. Ability to work effectively and efficiently on a broad range of projects.
- Excellent written and oral communication skills
- Fluency in Spanish is a plus.
- Strong detail orientation
- Ability to lift up to 20 pounds
- Valid driver's license
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) software; Experience with Adobe Creative Suite, WordPress, and database software is a plus
- Experience in graphic design, digital photography, videography, and content creation is a plus
- Interest in professional growth and working in a team-oriented environment

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Arts Fort Worth affords equal employment opportunities to all individuals regardless of race, color, national origin, sex, religion, age, disability status or sexual orientation.

To apply, please attach to an e-mail a cover letter and CV/resume. Send all documents to

Ryan Edgar, Finance and HR Manager at redgar@artsfortworth.org