



Program Development Coordinator Job Description

Job Purpose

The Program Development Coordinator reports to the Executive Director and is responsible for the successful leadership and management of the programs of the Kings Art Center in accordance with the strategic direction set by the Board of Trustees and Executive Director.

Primary Duties and Responsibilities

The Program Development Coordinator is responsible for the following:

Program Planning and Management

- Oversee the planning, implementation and evaluation of the Kings Art Center's Education program and Foundation sponsored special events as outlined in the KAC Strategic Plan.
- Ensure the programs and services offered by the Kings Art Center contribute to the organization's mission and reflect the priorities and approved budget of the Board.
- Work with the Curator and Executive Director to identify/plan exhibition themes with historical or cultural significance.
- Monitor the delivery of the programs and events of the Kings Art Center to maintain or improve quality.
- Provide regular program reports to Executive Director.
- Serve as Chair or Co-chair of Programming Committee.
- Serve in an advisory capacity to the Kings County Art League on program and KAC related issues.

Human Resources

- Recruit, interview and select teaching and program staff that have the technical and personal abilities to help further the Kings Art Center's mission.
- Ensure that all teaching and program staff receives an orientation to the Kings Art Center and appropriate training is provided.
- Supervise teaching and program staff using a performance management process which includes monitoring performance. Discipline teaching and program staff when necessary using legally defensible procedures.
- Make promotion, reassignment and/or release recommendations to the Executive Director.

Financial Planning and Development

- Work with Executive Director on program related sponsorships, grants and contributions.
- Provide Executive Director with program related annual budget request.
- Keep Executive Director apprised of ongoing program related budget issues.
- Manage program budget and resources in a responsible manner.
- Serve on specific fundraising event committees as appropriate.

Marketing and Communications

- Represent the Kings Art Center at community activities to enhance the organization's community profile and share information on programming and foundation events.
- Establish good working relationships and collaborative arrangements with community groups, the media, funders, and other agencies.
- Develop and prepare marketing materials for classes, exhibitions and assigned events.
- Serve as a member of the KAC Marketing Committee.
- Conduct program related presentations to community organizations when needed.

Qualifications

Education

- Bachelor's degree preferred

Experience

- Any combination of training, experience and education which provides required knowledge, skills and ability to perform the duties of the position.
- Non-profit experience, working with volunteers and/or marketing experience preferred, but not required.

Proficiency in the use of computers

- Excellent computer, web and software skills on PC platforms.

Personal characteristics

- Should possess the personal characteristics generally recognized as essential for public employees, including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and the ability to work cooperatively with others.

Working Conditions

- The Program Development Coordinator works in office, classroom and event environments both on and off-site.

Hours/Salary:

This is a part-time 9 month position (February through mid-August and mid-September through mid-December) and is subject to renewal. Hours are flexible (in order to meet the needs of the position) and will require some weekend and evening assignments. \$15.00/hour

TO APPLY: Send cover letter, resume and 3 professional references:

director@kingsartcenter.org

OR

Program Development Coordinator Position

Kings Art Center

605 N. Douty St.

Hanford, CA 93230

DEADLINE: AUGUST 3, 2012

NO PHONE CALLS PLEASE