



2018 Community Outreach Coordinator Job Description Willamette Art Center

Job Responsibilities:

Studio Rental Coordinator:

- Sign up groups for special events: Birthday parties, business team building, parties, etc. Assure there are no scheduling conflicts with other WAC or State Fair ground events.
- Determine dates/activities/times for group rentals.
- Post events on the calendar above the bat storage rack and the bulletin board by the cash register.
- Coordinate with the Studio Technician and Instructors for project firing, supply needs and preparation.
- Set up payment methods with Bookkeeper.

Community Outreach Program Coordinator:

- Visit schools to recruit and schedule field trips to the WAC or to have a WAC artist provide activities at the school.
- Design projects, activities, instructional methods.
- Set dates and update calendars.
- Schedule instructors/volunteers/demo support (coordinate with Studio Technician).
- Write cost proposals; coordinate billing method with Bookkeeper.
- Liaison between schools and WAC; emails; follow-up.
- Deliver project if needed.
- Keep records of number of schools and participants for grant purposes.
- Market community outreach on the WAC Website and Facebook.
- Meet with current and prospective donors for support of WAC projects (Empty Bowls, Family Clay, etc.).
- Teach classes or recruit other instructors as needed.
- Assist in design and development of ceramic projects.

Professional Guidelines:

- Conduct self in a professional manner when representing the WAC.
- Follow established WAC code of conduct.

Job Qualifications:

- Teaching experience required.
- Must be available in the daytime and for occasional evenings.
- Must be able to pass a background check and any additional screenings, as required by schools.
- Ceramic experience required.

Salary: \$20 an hour

Job Review to be held: _____

Employee Signature _____ Date _____

Director Signature _____ Date _____

Make Something!