



Roxbury Arts Group  
Position: Program Coordinator, part-time  
Location: Stamford, NY  
Salary: \$14.00/hr

The Roxbury Arts Group, a non-profit organization dedicated to making the arts an integral part of life in the communities that we serve, seeks a Program Coordinator to manage our new physical space in Stamford, NY. Reporting to the Executive Director, you will be responsible for the administration and logistics for arts programming for adult and youth of all abilities, and work to strengthen and grow community partnerships.

#### DUTIES:

##### Program and Teacher Management

- Engage with teaching artists and students to provide a positive experience
- Assist in workshop and program development, instructor recruitment, and training
- Assist in teacher management and communications
- Process teaching artist payments
- Manage logistics and communications for both students and instructors
- Assist with oversight of supply requests in coordination with teaching artists

##### Program Administration

- Assist with coordination and implementation of year-round programming
- Participate in the recruitment and management of volunteers and interns
- Collect and manage metrics for programs for evaluations and grants

##### Facilities Management

- Manage and maintain the Roxbury Arts Group physical footprint in Stamford
- Create and maintain a clean, creative, and welcoming environment for our guests.
- Perform regular, basic cleaning tasks.

##### Community Engagement and Marketing

- Partner with Program Director and teachers to develop community arts programming
- Assist with program marketing and outreach, including creating and disseminating mailings and digital materials
- Engage with the local community to promote programs

Other responsibilities and projects as deemed necessary by the Executive Director

#### QUALIFICATIONS:

- Experience in community engagement, arts education, or arts administration
- Familiarity with websites, excel, and CRM databases preferred
- Flexibility to work evenings and weekends for programs and events
- Ability to work self-directed and within a small group; manage several projects at once and meet deadlines
- Creative thinking and detail oriented problem solving required

This position requires most days onsite in Stamford NY with flexibility travel to the Roxbury NY office for some meetings and events.

To Apply: Submit cover letter and resume to Jenny Rosenzweig, Executive Director: [jenny@roxburyartsgroup.org](mailto:jenny@roxburyartsgroup.org) (no phone calls) by July 20, 2021.

Roxbury Arts Group encourages applications from diverse candidates. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, transgender status, national origin, citizenship, age, disability or military or veteran status, or any other legally protected status. Roxbury Arts Group is an Equal Opportunity Employer.