



## JOB DESCRIPTION COORDINATOR, MATTOON ARTS COUNCIL

JOB TITLE: COORDINATOR, MATTOON ARTS COUNCIL

**FUNCTION:** The Coordinator plans, organizes, executes and supervises diverse cultural arts events and activities and supports the operation of the Mattoon Arts Council through fundraising and administration. Reports to Tourism Coordinator, City of Mattoon.

### RESPONSIBILITIES:

#### Program:

- Plans and coordinates a comprehensive menu and an annual calendar of cultural events and activities;
- Plans, implements and assesses arts programs and cultural activities for people of all ages (e.g. visual and performing arts after school, adult arts classes, musical events and festivals).
- Develops relationships with key local institutions, providing resources and coordinating arts activities, particularly with those serving young people;
- Identifies and builds networks of artists and arts institutions throughout the region and facilitates local engagement (i.e. brings activities to Mattoon).
- Manages MAC scholarship programs; and,
- Publicizes and promotes MAC events.

#### Organization and Administration:

- Creates and monitors MAC and events budgets;
- Contracts and schedules artists to carry out programs;
- Collects money and issues receipts for donations and fees;
- Schedules and maintains reservations for facilities under MAC supervision (e.g. Mattoon Depot);
- Keeps accurate records of event attendance and supplies;
- Recruits and oversees community volunteers as necessary; and,
- Coordinate maintenance and cleaning of MAC supervised cultural facilities.

#### Fundraising and Advocacy:

- Develops fundraising plans and sponsorship opportunities and materials and solicits sponsorships and donations;

- Represents MAC/City of Mattoon at conferences and public meetings where cultural programs are involved;
- Serves on boards and advisory groups and committees as assigned; and,
- Prepares and delivers speeches to interested groups, publicizes the activities and performs other public relations work on behalf of the Mattoon Arts Council.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Marketing skills and events planning experience.
- Development and fundraising skills.
- Excellent written and oral communications.
- Strong work ethic.
- Arts education or training.
- Knowledge of local community.