



Arts Access

Program and Administrative Coordinator

About Arts Access

Arts Access, a 501(c)(3) nonprofit, was founded in 1982 and is dedicated to increasing access to North Carolina's thriving arts community for children and adults with disabilities. Arts Access provides accessibility resources, advocacy and training to arts and educational organizations, audio description services to performing arts venues, and manages social media and a resource-based website for community organizations. We have been providing disability, arts and inclusion workshops, training and consultations for over fifteen years, and are recognized in North Carolina as leaders in this field.

About the Program and Administrative Coordinator Position

As an integral member of a three-person team (Executive Director, Program Manager, and Program Coordinator), the Program and Administrative Coordinator duties include helping to plan, market and implement Arts Access programs as well as to lead in administrative duties related to office operations.

The employee position is part time (20 hour/week) with occasional weekend and evening hours. Weekly schedules have some flexibility. Currently, staff is working a combination of in-office and remote hours. This is subject to change.

Hourly rate ranges from \$15 – \$18/hour based on qualifications and experience. Travel stipend included for excessive travel.

Position Requirements: Experience, Abilities & Skills

Minimum requirements are:

- Disability knowledge and/or disability lived experience
- Prior experience in the nonprofit sector or grassroots community organization; arts or disability organization a plus
- At least 2 years of experience in office administrative support services
- Associates Degree or BA

The ideal candidate will have:

- Excellent customer service abilities
- Excellent skills in the areas of organization, attention to detail, time management, and ability to manage multiple tasks, define and set priorities, and problem-solve

- Very strong ability to think ahead, take personal initiative, work both independently and as a team member, and collaborate and coordinate with others both internally and externally
- Skills and experience with Microsoft Office, Google Drive, Virtual Meetings, and Social Media; ability to learn other web-based software and Web tools utilized in nonprofit administration (e.g., Wufoo, Wordpress, Mailchimp)

How to Apply

Interested candidates who meet the minimum requirements listed should submit a resume and cover letter to Arts Access Programs Manager Megan Bostic via email to megan@artsaccessinc.org. The cover letter should include:

- Two to three professional references including a current or previous supervisor
- Clearly stated reasons for applying for this position
- How your education and experience qualify you for the position.

Accepting applications through December 4th, or until the position is filled.