

Outreach Coordinator Job Description

Wage: \$40,000 annual salary

Reports to: Executive Director

Expected hours: 30 hours per week; varies according to season

Job Responsibilities:

- ❖ Develop and execute an overall outreach strategy to youth, BIPOC, military families, and under 40 groups.
- ❖ With the Director, create and execute a marketing plan
- ❖ Social media posts and profile upkeep
- ❖ Coordinate new artist-in-residence program and ongoing artist applications
- ❖ Collaborate regularly with outside entities such as arts organizations, non-profits, businesses, community groups, and the general public.
- ❖ Other duties as assigned.

Qualifications:

- ❖ Administrative skills: organized, detail oriented, able to meet deadlines; familiarity with personal computers, word processing, spreadsheets and visual presentations.
- ❖ Demonstrated collaboration experience
- ❖ Good written and oral communication skills
- ❖ Knowledge of social media use, specifically Facebook, Instagram, YouTube, Twitter
- ❖ Passion for creativity, community, and cultivation of the arts
- ❖ Ability to lift 25lbs, bend, carry, and set up tables & portable signage
- ❖ Reliable transportation and ability to maintain Alaska Driver's License

Preferred:

- ❖ Experience in the arts, such as dance, theatre, music, visual arts, etc.
- ❖ Experience with social media and promotion
- ❖ Knowledge of Alaska arts community