

Class Code:.....0767
Position #: (PSA).....
Developed by:.....JD
Reviewed by:.....SG
Approved by:.....
Date:.....2/07

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, CCE/Arts & Culture
DIVISION: Academic Affairs (ASF College of Continuing Education)
REPORTS TO: Director, CCE/Enrollment Mgmt/Marketing/External Affairs
GRADE: 10
SUPERVISES: Student assistants, contracted artists

BASIC FUNCTION:

Develop, coordinate, execute and have oversight for a diverse spectrum of visual and performing arts events and exhibits intended to educate and to raise the awareness of students and the Rhode Island community about topical social issues in the urban setting. Work cooperatively with a wide range of departments and disciplines within the University, and develop a cooperative relationship with social service and arts organizations throughout the community. Day-to-day responsibilities will include scheduling, logistics, public relations and budget oversight.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, coordinate and implement 10-12 monthly exhibits and 4-6 major performance events at the University's Providence Campus, designed to support the University's urban mission and to support the University's role as a partner in the Rhode Island Gallery Night Program.

Research and curate exhibits of artwork and artifacts from local and national professional artists in all art media forms on urban topics and social issues representing a broad spectrum of cultural and ethnic groups.

Plan a balanced and marketable annual program of exhibits and events in keeping with the mission of both the ASF College of Continuing Education and the URI Providence Campus.

Develop and write performing arts materials, design lighting, sound and scenery. Direct performances such as plays, staged readings, chamber theatre, readers' theatre, and variety formats designed to encompass urban themes, and to meet the abilities and time constraints of student and staff performers.

Recruit artists and performers from both the University and the professional arts communities.

Organize Gallery talks for URI students, and for public school students.

Organize arts and culture programs for the Providence Campus, the general public, and the University's Child Development Center.

Serve as the University's liaison and coordinator for the "Gift of Art to the State of Rhode Island Program" housed at the Providence Campus.

Interface with the University's Art and Performance Departments regarding special focus events and groups within the University, including the Honors Program, Multicultural Center, Center for Peace Studies, the Alan Shawn Feinstein Center for a Hunger Free America, etc.

Participate in the development of program publicity materials and in the distribution of press materials, posters, and flyers within the community.

In cooperation with the Director, explore and submit applications for grant funding.

Manage the budget associated with the program.

Prepare program reports, including annual reports, budget requests, staffing, etc

Network with community arts, schools, and social welfare agencies.

Represent the University's Providence Campus on local and national boards and committees.

Move art work, hang and dismantle displays of various sizes.

Supervise and check student work.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in fundraising for specific events and for the overall program.

Serve on college/university committees as assigned, and assist with special related projects.

Attend off-campus meetings, some of which may require overnight travel.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer, printers, fax and copy machines; word processing, database management software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree in arts education or related field; two years of arts administration experience (preferably in a higher education environment), including writing, managing, and directing both visual and performing arts programs; demonstrated experience in planning, coordinating, and implementing arts events and exhibits; outreach and networking experience with entities such as urban community organizations, social services agencies, and educational institutions; experience establishing collaborative endeavors with community cultural and art organizations; experience with programs designed to raise public awareness of urban issues; experience developing and managing program budgets; public relations and grant writing skills; experience in working with diverse populations; excellent interpersonal and oral and written communication skills; ability to organize, coordinate and supervise staff. Must provide own transportation to travel off-site to procure art work.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.