



ArtsMobile Coordinator

ArtsWestchester seeks a part-time Program Coordinator, a key position in the scheduling and planning of our new ArtsMobile program. Launched in 2019, the ArtsMobile provides 90 arts experiences annually throughout Westchester County at festivals, community sites, events and parks with a focus on communities that have little or no access to the arts.

The ArtsMobile Coordinator is responsible for scheduling and preparing ArtsWestchester's ArtsMobile for arts workshops for youth, families, adults and seniors throughout the year, with the majority of visits occurring in warmer weather from March through October. The ArtsMobile Coordinator works with ArtsWestchester education staff, ArtsMobile drivers and artists, and various site coordinators to schedule and plan events, hire artists and drivers, inventory supplies, provide general upkeep of the ArtsMobile, and attend scheduled events as necessary. S/he maintains roster of ArtsMobile artists and drivers, and ensures that the ArtsMobile is fully equipped with supplies, gas and marketing materials for all events.

This position reports to the Arts Education Associate Director. ArtsMobile Coordinator responsibilities include:

- Outreach to local sites regarding ArtsMobile services.
- Maintain contact lists of artists, drivers, events and organizations associated with ArtsMobile services.
- Log and respond to request forms from organizations.
- Schedule, coordinate and follow up with all ArtsMobile events (at least 90 visits annually), artist and drivers.
- Work with Arts Education staff to prepare and edit site contracts
- Track participation and audience feedback at ArtsMobile events
- Assist in updating ArtsMobile schedule to the ArtsWestchester website
- Maintain all ArtsMobile equipment and art supplies including canopy, sound system, tables and chairs.
- Attend one ArtsMobile event weekly to assist artist and inform the public about ArtsWestchester and ArtsMobile services.
- Budget artist, driver and supply costs

Essential skills: excellent organizational skills; verbal, and written communication skills; ability to work independently and as a member of a team; flexible; full competency in Microsoft Office Suite; and general interest in the arts and/or arts education.



Requirements: 4-year college degree in Administration, Communications, or Arts Management, must be able to lift up to 25lbs and have a valid driver's license with a good driving record.

Employment type: Part-time, Flexible

Professional level: Some experience

Salary range: \$14-\$15 per hour (20 hours maximum per week)

Must be present two days per week at ArtsWestchester's offices (M-F at days mutually decided with ArtW education staff). During the ArtsMobile season (generally March through October), presence will be required at one ArtsMobile workshop per week as necessary (events occur mostly on weekends)

Please submit cover letter and resume to Jessica Cioffoletti at jcioffoletti@artswestchester.org

ArtsWestchester's programs and services enrich the lives of everyone in Westchester County. We help fund concerts, exhibitions and plays through grants; bring artists into schools and community centers; advocate for the arts; and build audiences through diverse marketing initiatives.

Our vision is of a Westchester in which every man, woman and child can explore his or her creative impulses; where the arts are accessible to every sector of society and are an educational priority in our schools; where opportunities for artists are plentiful; where public art is fundamental to the landscape and cityscape; and where a new generation can use the arts as a window to the world.

For inquiries or to submit resume/cover letter by March 20 to:

Jessica Cioffoletti, jcioffoletti@artswestchester.org, 914-428-4220 x314