

Program Coordinator

DESCRIPTION OF POSITION:

The Program Coordinator interfaces with the general public and other community partners to contribute to the ongoing mission and goals of the Cultural Office of the Pikes Peak Region. This position provides essential administrative support for Cultural Office programs such as, but not limited to, PeakRadar.com, Arts Month, and Military Arts Connection. The Program Coordinator also works closely with other Cultural Office staff to help implement a variety of other programming initiatives. Learn more about our work at CulturalOffice.org.

REPORTING RELATIONSHIP:

Reports to Executive Director, also takes daily direction from the Communications Director.

RESPONSIBILITIES:

Position responsibilities include, but are not limited to:

- PeakRadar.com website management and administration:
 - Edit and approve daily event submissions to PeakRadar.com.
 - Gather listings information and multimedia/photos to create content packages like digital guides, lists, theme pages, and blog posts, with supervision from the Communications Director.
 - Optimize event displays on PeakRadar.com, with content guidance from the Communications Director.
 - Home Page editing including sliders, ads, and features.
 - Work with advertisers to receive and post weekly digital ads according to existing reservations.
 - Monitor the Peak Radar Juicer feed.
 - Post to and monitor the Peak Radar social media pages and assist with Peak Radar Live and other internal promotional initiatives.
 - Monitor and provide user assistance from the Peak Radar Support email.
 - Coordinate the First Friday theme page and coordinate with the Avenue Creative Circuit to get First Friday listings and liaison with the three districts.
- Compile the Peak Radar Lodging Picks each week and send to the Pikes Peak Lodging Association.
- Enter new email subscribers into email software on a regular basis.
- Assist the Executive Director with the Military Arts Connection program, including processing payments and cancellations, updating the website, assisting artists with their profiles, and other operational tasks.
- Coordinate and execute the Artist-of-the-Day program during Arts Month.
- Maintain and monitor the Arts Month Merchandise program.
- Update newsletter content on the Cultural Office website.
- Support other projects and initiatives of the Cultural Office, as needed.

QUALIFICATIONS:

- High School Diploma (or GED) required, Bachelor's Degree preferred.
- Strong customer-service skills, and experience interfacing with diverse community members.
- Exceptional organization skills and attention to detail, with the ability to work independently.
- Excellent writing and editing skills are required. A writing sample may be requested.
- Connections or involvement in the local creative community is a plus.

COMPETENCIES:

- Self-motivated, organized, professional, and adaptable.
- Interpersonal skills to facilitate work with a wide range of individuals and groups from culturally and geographically diverse communities within our region.
- Ability to meet deadlines, manage multiple tasks simultaneously, prioritize duties, and work independently as well as part of a team.
- Ability to think and work creatively.
- Familiarity with a variety of social media platforms.
- High level of comfort with technology and the ability to learn and operate office software. Software utilized will include: Microsoft Operating System and Office programs, WordPress, and Constant Contact.

MINIMUM PERFORMANCE STANDARDS:

- All Cultural Office employees are responsible for promoting the mission of the organization, and maintaining a voice to advocate passionately for arts & culture - and for the Cultural Office specifically.
- All employees are expected to maintain high degree of productivity, cooperation, attendance, and efficiency, whether working from the office, or remotely when necessary.
- All employees must follow branding and communications standards established for the organization.
- Professional dress and manner are required to maintain a positive public image for the organization.
- Weekend and evening work duties may occasionally be necessary.

PHYSICAL REQUIREMENTS AND FREQUENCY:

- Requires the use of office equipment, such as computers, telephones, copiers, etc.
- Requires corrected vision and hearing to normal range, as well as speaking on the phone and in public.
- Requires eye-hand coordination and manual dexterity for the completion of work-related tasks.
- Requires prolonged standing and/or sitting.

SALARY, HOURS & BENEFITS:

- \$17/hour (approximately \$35,360/year) to start, with performance evaluations annually. Non-exempt.
- 40 hours/week, 9AM-5PM Monday-Friday (in-person, at the office in downtown Colorado Springs)
- Benefits include health insurance, paid holidays, vacation leave, sick leave, and parental leave. Finalists for the position will be given additional details about Cultural Office staff benefits.

TO APPLY:

Applicants should email a 1-page cover letter AND a 1-2 page resume to info@CulturalOffice.org.

Applications will be accepted until the position is filled.

The Cultural Office of the Pikes Peak Region is a champion of activities, programs and philosophies that break down barriers to the arts, respect risk-taking and artistic freedom, enhance our community's unique identity, commit to excellence and education, and are genuinely inclusive of all people regardless of race, religion, ethnicity, gender, age, physical/mental abilities, geography, or sexual orientation.