



**Position Title: ART PROGRAM COORDINATOR**  
**Department: Parks, Recreation & Cultural Arts**  
**Location: Rosewood Arts Center**

**Employment Status:** Regular Part-Time  
**Reports To:** PRCA Manager

**FLSA Status:** Eligible  
**Approved:** 09/16/2021

**GENERAL STATEMENT OF DUTIES:**

This position is responsible for providing and supporting high quality public visual and performing programs for Kettering residents and the Dayton region. The Cultural Arts Program Coordinator is responsible for providing professional level project management and support in planning, implementing, and evaluating multiple arts activities within Rosewood Arts Centre. This is a key position in the Cultural Arts division; this position must be available for some evening and weekend Rosewood Arts Centre program and event management.

This position is essential to Rosewood Arts Centre's youth and adult art activities, special events and community outreach. Under the supervision of the Cultural Arts Program Supervisor, the Cultural Arts Program Coordinator works closely with the public, artists, patrons, educators, and staff with Rosewood Arts Centre, the City of Kettering and the Rosewood and Parks, Recreation and Cultural Arts department. This position assists the day to day activities of Rosewood Arts Centre, as well as communicates and assists patrons and program coordinators.

**EXAMPLES OF WORK: (Illustrative Only)**

- Assists Cultural Arts Program Supervisor with the day-to-day administrative duties for the Cultural Arts program area;
- Assists Cultural Arts Program Supervisor with planning, implementing and evaluating all Rosewood and PRCA arts education activities;
- Under the direction of the Cultural Arts Program Supervisor, follow-up with all instructors regarding supply lists, equipment, contracts, disbursements;
- Assist the Cultural Arts Program Supervisor and Office Coordinator with volunteer recruitment and scheduling;
- Follow-up with Rosewood patrons for cancelled classes, customer service issues specific to a program, and general activity evaluations;
- Support the Cultural Arts Program Supervisor with youth performing arts activities, including dance and Kettering Children's Theatre programs;
- With the Cultural Arts Program Supervisor, assist in the research, development and implementation of new and innovative youth, adult and family special events and programs on a monthly, quarterly, seasonal and annual basis;
- Secures, supervises and evaluates both hourly and contractual program employees and independent contractors;
- Supports and administers personnel policies and procedures for program staff consistent with the City and the Parks, Recreation and Cultural Arts Department;
- Maintains complete and accurate personnel records;

- Arranges payments for and evaluates independent contract instructors and payroll instructors;
- Maintains accurate data on planning, implementation, and participation in all arts education classes, events and programs;
- Records monthly and program reports and develops, implements and meets goals and objectives;
- Supports all aspects of the summer camp programs including interviewing and hiring camp leaders and youth recreation aides; supervision and evaluation of camp leaders; developing camp employee schedules; conducts training for camp leaders; develops camp manual for employees; and assists with camp promotion and registration; resolves all patron concerns in regards to camp programs;
- Supports marketing strategies and promotes programs and events through media, i.e., newspapers, fliers, posters, displays, public service announcements and social media and community newsletters;
- Works weekly with Rosewood and the department's Communications and Marketing Coordinator and produces press releases, announcements, social media content and print materials;
- Supports all program and special event aspects, including content, of the Activities Guide and the Rosewood Brochure production;
- Works closely with staff to provide logistical support for special events, including Art on the Commons, Art on the Playground, A Rosewood Holiday and Kettering Children's Theatre performances;
- Supports off-site programs, including instructor communications, materials and supplies, facility set-up and clean-up;
- Promotes direct and frequent program activity communications with Rosewood and PRCA staff, instructors and the community;
- Works with other PRCA coordinators to implement community-wide special events.
- Cultivates and sustains positive working relationships with participants and staff; handles grievances involving customers and staff; informs Cultural Arts Manager of any suggested policy changes, public criticism and complaints or personnel conflicts;
- Applies sound fiscal control and adheres to approved budget;
- Maintains equipment and supply inventory for all youth, family and adult art programs;
- Supports and administers the PRCA Cultural Arts Program Advisory Task Force, a volunteer committee dedicated the development and evaluation of the Rosewood's programs and activities;
- Regular and predictable on-site attendance required;
- Performs all other assigned duties as requested by the Cultural Arts Manager and Cultural Arts Program Supervisor.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the objectives and principles of a public facility, including an understanding of the arts. Ability to cooperate and work effectively with fellow employees, community organizations and the public. Ability to maintain records, make reports and present ideas and recommendations clearly and concisely, both orally and in writing. Computer experience is required, including proficiency in Microsoft Office and Adobe Creative Suite. Must be able to adapt to a varied work schedule to assure successful operation of the Rosewood division. Must be able to establish and maintain effective working relationships with Rosewood



Program and Facility staff, studio artists, Parks and Recreation Division personnel, volunteers and community organizations.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Arts-related bachelors' degree and/or experience working with a public facility and in-depth knowledge of art making, including techniques and materials. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities to assist in the oversight of program activities, plus ability to work effectively with all employees, City officials and the public.

Job Description Approved by: \_\_\_\_\_ 

Date: \_\_\_\_\_ 