

YNOT Lot Program Coordinator

Position Description & Qualifications:

The Program Coordinator is organized, energetic, and motivated, with an understanding of the arts. The position focuses on building Station North Arts & Entertainment, Inc.'s spatial, social and relational approach to public programming within the district, collaborating with diverse partners, advancing the projects and goals the organization produces. The Program Coordinator takes a lead in creatively collaborating on new projects and programs and manages community relations to produce projects. The Program Coordinator has a working knowledge of contemporary public art, communications, and event production, is closely rooted in the artistic activity happening in the district.

Responsibilities Include:

Ynot Lot Programming - The Ynot Lot encourages daily encounters with art, performance, and design events that are created by a range of local and national cultural organizers. Individuals and groups, while functioning as a community development asset

- Oversee the activation and maintenance of the Ynot Lot
- Run a rigorous full season of programming from April - November 2019. Contract will be committed for April through June, with likely extension through November.
- Proactively manage all applications and communications with applicants
- Proactively manage external communications, marketing, and outreach
- Facilitate info sessions & organizer trainings throughout the season at various locations in the District
- Cultivate strong relationships with stakeholders and community members and build diverse audiences, including opportunistically leveraging the substantial nearby assets
- Envision and implement innovative and diverse spatial programming with support from staff and community members
- Design and regularly distribute promotional materials regarding increasing programming of the lot as well as collaborating with surrounding activities, events, and campaigns.
- Envision and implement new innovative programs in response to these efforts.
- Help to organizing a Light Up the Lot launch event in April, and closing event in November.
- Coordinate and support volunteer lot improvement activities over two weekends in April.

Monthly District Event Coordination

- Support outreach and coordination in re-establishing a monthly event in the district.
- Work with board to set parameters and initial approach.
- Develop promotional materials in alignment with brand standards as part of the event.

Qualifications:

Bachelor's degree in related field required in combination with four years of related experience in marketing/communications, digital media, online communications, or a related field, preferably in a non-profit or cause-based organization.

Exceptional writing and editing skills, graphics production capabilities, and the ability to develop messaging and deliver information in a compelling manner.

Ability to work collaboratively across organizational lines, manage multiple projects simultaneously, and meet deadlines.

This is a part-time contractual position that will require occasional weekend and weeknight hours outside of regular time that will be performed remotely. Estimated time required may average 10-15 hours a week. Manager will occasionally need to lift up to 50 lbs of weight and perform other physical tasks associated with maintenance of the Ynot Lot with or without reasonable accommodation.

Interested applicants should send a cover letter, resume with references to info@stationnorth.org, with the subject line "YNOT Coordinator Posting". The position will remain open until filled.