

Program Coordinator

Redux Contemporary Art Center is a nonprofit organization committed to fostering creativity and the cultivation of contemporary art through diverse exhibitions, affordable studio space for visual artists, meaningful education and outreach programs, and a multidisciplinary approach to the dialogue between artists and their audiences.

Redux's full-time Program Coordinator is an experienced professional arts administrator; responsible for supporting Redux's robust studio program as well as managing all private venue rentals and Redux centered events. This position reports to the Executive Director. The ideal candidate will have a demonstrated commitment to arts programming, an interest in special events, and experience working with an arts organization.

Studio Program Responsibilities:

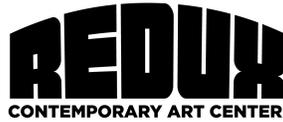
- Managing the requests from current studio artists
- Timely and efficiently processing of monthly studio rent
- Keeping up with the active wait list of prospective studio artists
- Developing a thoughtful marketing plan to promote the Redux studio program
- Fielding general inquiries about studios
- Writing studio contracts and handling sensitive credit card and billing information
- Developing special programming for studio artists
- Overseeing the scheduling and coordination of Redux's studio artist exhibition space, Gallery 1056
- Facilitating and compiling the monthly studio artist newsletter
- Overseeing the timely turnover of the studio spaces (describe this. Repainting walls, repairing damages, cleaning any leftover art mess)

Venue Rentals and Special Event Responsibilities:

- Facilitating all venue rentals
- Following up with and fielding all event inquiries
- Creating contracts for each event, processing rental fees in a timely manner
- Answering all venue rental planning questions
- Processing ABL licenses for events
- Serving as the venue liaison during each private event at Redux
- Establishing and maintaining a thoughtful marketing plan for promoting venue rentals
- Identifying community sponsors for event donations
- Developing and coordinating Redux related programming

Internship Program Responsibilities:

- Creating compelling job descriptions for program centric internships
- Promoting Redux internships through websites and university contacts



- Scheduling and conducting interviews for prospective interns
- Hiring and supervising interns
- Managing the interns schedules, as well as developing clear concise weekly schedules
- Coordinating with the College of Charleston's Gallery Assistantship program

Position Requirements:

- 1 + year experience working in the non-profit art sector
- Degree in art administration, arts management, hospitality, art history preferred
- Flexible schedule, weekend and evening work will be required
- Excellent interpersonal skills, team player and leader
- Strong verbal and written skills
- Excellent time-management skills
- Strong organizational skills (scheduling, budgeting, contracts, payments, etc.)
- Proficient in Microsoft Office (Word, Excel) and Google equivalents
- Social media savvy
- Flexible schedule is a plus
- Knowledge of visual arts media and materials a plus

Physical Requirements:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, kneel, bend, reach, climb, grasp and key at a computer. While performing the duties of this job, the employee is regularly required to see, speak and hear. The employee must frequently lift and/or move up to 25 lbs and occasionally lift and/or move up to 50 lbs.

To Apply:

Please submit a cover letter, resume, and 3 references to cara@reduxstudios.org with the title of the email reading "Education & Outreach Coordinator Application – {First Name, Last Name}" by May 8th, 2019.

Redux Contemporary Art Center is an equal opportunity employer. People of diverse backgrounds are strongly encouraged to apply. This is a full time, salaried position.