

Job Title: Adult Programs Coordinator

Full/ Part-time: Part time, 12 hrs/week, hourly

Hiring Salary/Salary Range: \$20/hr

POSITION SUMMARY:

The Adult Programs Coordinator focuses on adult artists with disabilities and our guiding principle #4, "All individuals with disabilities who aspire to careers in the arts deserve opportunities to develop, strengthen and monetize their skills." Major duties include:

- Coordinating three in-person exhibitions annually including locating venue; developing theme and call for art; reviewing submissions and selecting pieces for the exhibition; assisting with shipping arrangements; drafting labels, brochures, didactic panels, and social media posts; and potentially installing/de-installing show (depending on venue).
- Coordinating virtual exhibitions with the Programs Assistant including supplying images and drafting the introduction and social media posts.
- Coordinating Arts4All Florida's booth at the Gasparilla Festival of the Arts including inviting artists, coordinating staff and volunteer schedule, assisting with shipping arrangements, load in/out, and artist payments.
- Coordinating Arts4All Florida's annual Artist Calendar including developing the call for art, coordinating judging, and assisting with getting artist statements and images.
- Overseeing the Arts4All Collective including recruiting new artists and writing social media and promotional materials.
- Overseeing the Artist Registry including contacting potential artists and sending information and updates to current artists.

Attention to detail is critical. Must be organized and detail oriented. Must possess excellent verbal and written communication skills.

Arts4All Florida provides, supports and champions arts education and cultural experiences for and by people with disabilities. A private not-for-profit organization, Arts4All Florida conducts art education programs in schools, Department of Juvenile Justice facilities, and community centers; promotes the accomplishments of artists with disabilities through our artist registry, exhibitions, and performances; and increases access to the arts through professional development workshops. Arts4All Florida is headquartered at the College of Education at the University of South Florida. This position will be an employee of the nonprofit arm of Arts4All Florida and will not be a USF employee. Level 1 background check required.

To apply:

Please send a cover letter and resume to Jennifer Sabo at jsabo@usf.edu. Please use the subject line: "Application for Adult Programs Coordinator" - Your Name