



Membership & Outreach Coordinator

The Membership & Outreach Coordinator manages membership, education, outreach, interns and volunteers, and daily office functions for the Oklahoma Visual Arts Coalition and is a key team member of the staff. The position is full-time and year-round with required evening and weekend activities. Considerable in-state travel is required. This position reports to Executive Director as required ensuring the success of OVAC's membership and outreach efforts and is a team member for all of OVAC's activities.

Key Responsibilities:

- Manages all aspects of membership processing and services
- Serves as the main contact point for member relations
- Organizes and coordinates the Annual Members' Meeting
- Meets with schools and other organizations to increase awareness of OVAC
- Manages volunteers and interns overseeing recruitment, training, and involvement
- Maintains and manages the database, working closely with the Development Director
- Administers the Grants for Artists program, Artist Survival Kit programs, Oklahoma Visual Arts Fellowship and Student Award of Excellence, and other programs as needed
- Serves as office manager coordinating mailings, managing office equipment, and ordering office supplies
- Be a true team player and work closely to support other OVAC staff members as needed

Required Skills:

- Bachelor's degree in art, art history, nonprofit administration, or related degree
- Collaborative disposition skilled in working as part of productive teams
- Acute detail orientation and excellent organizational skills
- Performs superiority customer service with high expectations for quality
- Demonstrated ability to take initiative, think creatively, and problem-solve
- Good verbal and written communications
- Excellent time management skills
- Aptitude in learning new technology quickly
- Proficiency in desktop publishing, word processing, email, social media and database programs
- Love for the arts

Physical Requirements:

- Ability to lift 50 lbs
- Ability to sit and look at a monitor for majority of the work day
- Ability to drive with reliable transportation

Compensation:

Salary starts at \$30,000. Benefits include vacation, sick leave, matching retirement program, and health insurance. Employee will receive training as needed. Employees are encouraged to seek outside professional development.

To apply, please send a resume, cover letter, and three references by May 15, 2019 to:

Krystle Brewer, Executive Director, director@ovac-ok.org