

Job Description – SHAC Coordinator

The Village Fine Arts Association (VFAA) is seeking to hire a part-time Coordinator to oversee the Suzanne Haskew Art Center (SHAC). For consideration, please submit a cover letter and resume to VFAA, 125 S. Main Street, Ste 700, Milford, MI 48381, contactus@milfordvfaa.org

Organization Overview:

The VFAA has been a 501 c 3 arts organization since 1992. The SHAC was opened by the VFAA in 2014. Review the website for information on the VFAA and the SHAC: www.milfordvfaa.org.

SHAC Coordinator (SC) Overview:

- Coordinate the day to day responsibilities for maintaining the existing, and to help develop new activities at the SHAC. The SC reports to the Executive Director and/or the Board of Directors including a written monthly “SHAC Update”.
- Key responsibilities include either performing or collaborating with the volunteer coordinator to have volunteers do:
 - Be a daily presence at the SHAC and perform all the basic administrative tasks (get mail, check emails, answer phone, return voice mails, etc.)
 - Coordinate with other organizations for their activities at SHAC (arrange dates and maintain schedule, process payments, also arrange set up of tables/chairs/equipment)
 - Coordinate classes with instructors (dates and times and incorporate into/maintain schedule also arrange set up of tables/chairs/equipment)
 - Assist with creating program guide (up to 5 year)
 - Assist students with registration, if necessary (for the non-technical who prefer phone or in person registration instead of on-line registration)
 - Processing payments for classes/sales (Square)
 - Upkeep of online and internal Calendars
 - Social Media (Facebook, Website, Email blasts via Mailchimp)
 - Maintaining database for same
 - Graphic design (posters)
 - Maintain existing relationships with area businesses and organizations
 - Develop new relationships with same
 - Fundraising coordination
 - Seek out and apply for Grants (with assistance by others)
 - Coordinate the SHAC Committee
 - Occasional heavy lifting up to 20 pounds

Desired Qualifications:

The successful candidate will have experience with the administration of non-profit organizations, have excellent time management skills, is flexible in their availability for both day and evening responsibilities and/or is adept at tapping into the volunteer base to cover needed tasks. A people person with a positive attitude and a passion for art. Must be Internet savvy, proficient in Microsoft Office. Familiar with or willing to learn: Canva (posters/social media graphics/Fliers), Mailchimp (Email alert blasts), Acuity Scheduling, and/or similar applications that will accomplish the same results. Ability to update SHAC website on SquareSpace, as well as VFAA website (Dreamhost, Juma). Ability to update Keyless entry system Keri Systems Client (instructions to add key fobs). Also required is a valid US Drivers License.

Salary and Benefits:

The VFAA SD is a part time position which does not pay benefits. Hours are around 80 per month.