

Job Description – SHAC Coordinator

The Village Fine Arts Association (VFAA) is seeking to hire a part-time Coordinator (with possible shift to full time) 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. The SHAC Coordinator is essential in us realizing our mission to promote the arts by providing fellowship, education and opportunities to artists and art lovers in our community. Review our website for more information on the VFAA and the SHAC at www.milfordvfaa.org.

SHAC Coordinator (SC) Overview:

- Coordinate the day to day responsibilities for maintaining existing and developing new activities and Programs at the SHAC. The SD reports to the Executive Director and/or the Board of Directors including a written monthly “SHAC Update” outlining current and future planned activities.
- Monitor COVID-19 regulations, orders from MDHHS, CDC, etc and update board of directors/staff/SHAC signage
- Key responsibilities include either performing OR collaborating with the volunteer coordinator to have volunteers do:
 - Be a daily presence at the SHAC (schedule is flexible) and perform all the basic administrative tasks (get postal mail and distribute, answer phone, return voice mails, answer text messages, check emails and answer or forward, check FB messengers and answer, etc.) as well as greet, assist, inform walk-ins.
 - Monitor communications during off hours at an agreed upon schedule (check and answer and/or forward emails, check and answer FB messenger, Instagram, etc.)
 - Coordinate/schedule/manage /maintain policy on all classes with instructors and recruit new instructors for Program content, including timely scheduling for marketing, class descriptions, images, scheduling, room setup, Covid policy, etc.
 - **Coordinate/schedule/manage** all classes with students, members, potential students as needed
 - Coordinate/schedule/manage SHAC rentals, birthday art parties and other SHAC usage including payments, room and equipment setup, SHAC access, etc.
 - Maintain and be responsible for SHAC online and internal master wall calendar schedule of ALL activities
 - Assist with creating program guide and class fliers (up to 5 per year) and print as needed
 - Assist with Gallery Exhibit Art Intake and Pick up
 - Coordinate/manage Small Works Gallery Gift Shop Items, marketing, sales, routine cleaning, etc.
 - Processing contracts and payments for any classes, sales, rentals, membership, etc. (Square/check/cash) as well as receipts for donated items, monies and services
 - Upkeep of internal and external signage, including marketing, flyers and coordination of same
 - Manage key fob entry system and fob use
 - Social Media (monitor/update Facebook, Website, Instagram, Email blasts via Mailchimp) **See NOTE**
 - Maintaining database for same for e-blast lists and assist with updating membership database
 - Conduct occasional surveys to gauge existing and future interests and help develop new & future programs and improve existing operations
 - **NOTE it is possible this scope of work will be assigned to another employee/contractor so the Director will be responsible for coordinating with same as opposed to actually creating and sending/posting.**
 - Graphic design (posters/fliers/advertising) – create or coordinate with graphics person, print as needed
 - Maintain existing, and develop new relationships with area businesses, organizations and schools
 - Liaison with organizations wanting VFAA/SHAC involvement in community activities (e.g. paid or volunteer support for Village, Township and other activities and needs)
 - Coordinate/schedule/manage volunteers to perform any items listed here or other work, maintain volunteer relationships and recruit/develop new volunteers and volunteer tasks (coordinate with Volunteer Coordinator)

- Work with the VFAA board, staff, volunteers to develop and coordinate fundraising ideas
- Seek out and apply for Grants (with assistance by others), to be determined based on candidate experience
- 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 day, occasional evening and ad hoc responsibilities and/or is adept at tapping into and developing the volunteer base to cover needed tasks. We seek a people person with a can-do, positive attitude and a passion for the Arts. The right candidate will show a desire to develop novel Programs to engage families, meet community needs and increase awareness of the SHAC. They are Internet savvy and proficient in Microsoft Office. Also, they are familiar with or willing to learn: Canva (posters/social media graphics/Fliers), Mailchimp (newsletter email blasts), Acuity Scheduling, and/or similar applications that will accomplish the same results, as well as learn the keyless entry fob system. They have the ability to update VFAA and SHAC websites in Wordpress and/or coordinate this activity. A valid US Driver's License is required.

Salary and Benefits:

The VFAA SD is a part time position which does not pay benefits. Hours are 24 per week, commensurate with candidate experience and willingness to take on other responsibilities, such as Grant writing.