



POSITION DESCRIPTION

Project Coordinator - Art Department

INFORMATION

Department:	Art
Reports to:	Art Director
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Regular, Full-time
Classification:	Non-Exempt
Date:	October 19, 2017

SUMMARY/OBJECTIVE

The objective of this position is to provide oversight and management of Sealaska Heritage Institute (SHI) Art Department projects, including, but not limited to co-ordination and implementation of the Jinéit Art Academy and the Northwest Coast Art project - Sharing our Box of Treasures, which are administered through the Art Department under direct supervision of the Art Director. Independent judgement is required to plan, prioritize, and organize diversified workloads and to recommend changes in relation to program practices or procedures.

ESSENTIAL FUNCTIONS

1. Responsible for outreach and engagement with stakeholders, project partners, and participants; diplomatically communicates with a diverse group within the region.
2. Acts as a liaison with other departments and outside agencies in support of the art department programs and projects.
3. Works independently and within a team on special nonrecurring and ongoing projects. As directed, acts on behalf of the Art Department for projects, which may include planning and coordinating multiple projects, and disseminating information.
4. Provides administrative support to community partners/liaisons, monitors and tracks progress on partner activities and reporting.
5. Schedules and co-coordinates complex activities such as meetings, travel, institutes, academies, as related to the art programs.
6. Establishes, develops, maintains, and updates necessary documents including project program manuals, project-related forms, and resource material in support of partners and the projects.
7. Implements project assessment tools for the art programs and projects.

8. Co-responsible for completion and submission of grant reporting documents and other required reporting. Provides progress reports to Art Director, SHI Board of Trustees and Management using a wide variety of general correspondences, memos, charts, tables, and graphs; responsible for accuracy and clarity of all reporting.
9. Maintains financial oversight to ensure compliance with grant requirements and expenditure of funds to avoid cost overruns by end of grant period.

COMPETENCIES

- Demonstrated high level of verbal, written, and interpersonal communication skills
- Demonstrated ability to manage multiple projects and activities with attention to detail
- Strong organizational and planning skills in project management and program coordination
- Technical capacity and expertise in using charts, tables, graphs, spreadsheets, and databases
- Knowledge of Southeast Alaska Native culture and languages

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

WORK DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time benefited position, working 37.5 hours a week. Regular hours of work are 8:00am to 4:30pm Monday through Friday.



TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- 3 years of professional work in project management and program coordination

PREFERRED EDUCATION AND EXPERIENCE

- 5 years of professional work in project-related field
- Bachelor of Arts or Science Degree in project-related field

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

