



## **POSITION DESCRIPTION**

### **Project Coordinator - Art Department**

## **INFORMATION**

<b>Department:</b>	Art
<b>Reports to:</b>	Art Director
<b>Location of Work:</b>	Juneau, Alaska
<b>Salary Grade:</b>	DOE
<b>Employment Category:</b>	Regular, Full-time
<b>Classification:</b>	Non-Exempt
<b>Date:</b>	August 18, 2020

## **SUMMARY/OBJECTIVE**

The objective of this position is to provide oversight and management of specified Sealaska Heritage Institute (SHI) Art projects. This include, but is not limited to co-development and implementation of coordination of arts residencies, workshops, mentor-apprenticeships focusing on spruce roots and other endangered art forms, co-coordination and implementation of summer camps and professional trainings, support for Celebration events, implemented under direct supervision by the SHI 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 generally performed at the Walter Soboleff Building. So long as Social Distancing safety measures are in place due to COVID-19, work will primarily be executed from home, with occasional visits to the office to process program supplies, mail-outs, photocopying needs or other, limited tasks requiring the amenities of the office. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Applicant must have access to Wi-Fi at own expense.

### **WORK DEMANDS**

While performing the duties of this job, the employee is regularly required to verbally communicate. This position can occasionally be very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing during the day. The employee may 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.

