



Outreach Coordinator Position Description And Hiring Information

Title: Outreach Coordinator

Reports To: Executive Director

Hours: Part-time/ 25 hours per week

Wages: \$22.00 / hour

Benefits: Vacation, MN Sick and Safe Time, retirement benefits after one year, 50 pd holiday hours

Location: Bemidji, in-person, including travel in north central Minnesota

Region 2 Arts Council Mission:

Strengthen the presence of the arts by supporting opportunities for arts creation, promotion, and education for the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties.

Description:

The outreach coordinator is an integral member of the Region 2 Arts Council team. They must be comfortable working collaboratively and independently, and show flexibility in the face of shifting needs and priorities, often based on our granting cycle. Their work includes both developing new ways and retooling past efforts to expand the network of artists, arts and culture leaders, and innovators across our region. Whether in the community or in the office, the outreach coordinator will help foster a culture that celebrates creativity and connection, and that displays responsiveness, inclusivity, curiosity, and equity.

We are seeking an individual who is

Approachable: contributes to R2AC's welcoming presence

Encouraging: uplifts artists and arts initiatives

Outgoing: invites participation to those who are new to what we have to offer

Innovative: builds new avenues for sharing information and opportunities

Inclusive: creates connection and belonging across diverse demographics, art forms, interests, and groups

Curious: shows interest in the creativity that exists in our region and the state

Flexible: supports the operations and needs of a small staff team

Is this you?

Individuals 21 years of age and older are encouraged to apply. R2AC welcomes applicants of any race, color, religion, creed, sex, sexual orientation, gender identity, age, marital status, national

origin, status as a documented alien, protected veteran, and status as a qualified individual with a disability.

Requirements:

- Personal experience with, and strong interest in the arts
- Desire to support artists and arts and culture organizers that represent all ages, abilities, artistic disciplines, and cultural backgrounds
- Excellent communication skills including listening, speaking, and writing
- Desire to work as part of a team
- Familiarity and experience working with Indigenous members of our communities
- Proficiency with social media marketing software and social media platform use
- Proficiency with Apple computers
- Desire to build skills and competency with tech
- Ability to take a leading role in new website launch and upkeep
- Capacity for self-management while coordinating tasks with colleagues
- Bachelor's degree or equivalent work experience in a related field
- Access to transportation and ability to travel throughout our region

Primary Duties and Responsibilities:

- Facilitate in-person and virtual networking gatherings, information sharing events, and professional development workshops for artists, arts organizers, and non-profit leaders
- Staff R2AC info tables at events across our region
- Support efforts to assist applicants in applying for grants online
- Provide support for Board and Anishinaabe Arts Initiative Council meetings, and grant panels
- Develop and distribute written communication including e-newsletters, public service announcements, web site posts, and flyers
- Utilize social networking tools to increase R2AC visibility, strengthen relationships, and generate involvement in regional arts programming
- Maintain regional online arts calendar
- Complete other duties as assigned

These duties and responsibilities are subject to change by the employer as the needs of the organization and requirements of the job change.

The Region 2 Arts Council Office is located at 505 Bemidji Avenue North, Bemidji, MN
in the Watermark Art Center Building