

# ARTS PROJECT COORDINATOR

For Gathering Art, Stories, and Place: an NEA Our Town grant  
Recruitment #1804-4032-001

<b>Speciality</b>	Milwaukee Public Library, Mitchell Street Branch
<b>List Type</b>	Exempt
<b>Requesting Department</b>	LIBRARY
<b>Open Date</b>	4/2/2018 2:15:00 PM
<b>Filing Deadline</b>	4/23/2018 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

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## INTRODUCTION

*This is a limited term (from date of hire through December 31, 2019), part-time (.75, or 30 hours per week) position that offers limited benefits, elaborated below. This position is exempt from civil service; appointment and continued employment is at the pleasure of the City Librarian.*

## PURPOSE

Under the direction of the Public Services Area Manager-Branch Libraries, the Arts Project Coordinator is responsible for coordinating and managing Milwaukee Public Library's National Endowment for the Arts (NEA) Our Town Grant repertoire of events, programs, outreach activities, and exhibits that target residents of the south side neighborhood near Milwaukee Public Library's Mitchell Street Branch. The Coordinator will "function as the point of contact and manager for community outreach, arts and cultural collaboration, local artist relationships, facilitation of art installations and the pursuit of additional community arts and cultural partnerships to enhance the project." The Coordinator will also oversee planning, development, implementation, and evaluation of programs and activities that are designed to achieve the grant's stated goals for customer and community outcomes.

## ESSENTIAL FUNCTIONS

- Engages with library reference staff and managers system-wide and grant partners in developing and implementing the plan for programs and events that support the grant. Manages project budget and develops calendar of events, programs, and timeline for grant implementation. Incorporates strategies to take advantage of new opportunities as they arise. Develops and monitors checklist to ensure all grant requirements are met. Works in concert with library managers and grant partners to coordinate logistics, develop promotional materials, and implement programs.
- In collaboration with grant partners, develops programs and activities that center on meeting goals identified in the grant such as a visual storytelling festival featuring deaf storytellers; Ex Fabula community engagement through personal stories; creation of an archive and permanent environment for the Listening to Mitchell Street narrative collection; Artist in Residence programs; mobile art studio educational and cultural enrichment activities; and local artist lecture series.
- The incumbent plans, coordinates, manages, and implements special events, general exhibits, and programs related to the NEA Our Town grant. Develops evaluation tools to measure impact and complete required project reports. Assists the library in achieving both its short and long range goals through appropriate programming initiatives related to the grant. Serves as primary contact for all programs and activities related to the grant.
- Works collaboratively with library staff and managers in other departments to reserve venue spaces and equipment, determine appropriate room setup, schedule event staff and volunteers, schedule security officers, and arrange for any necessary rentals.
- Represents the library in the community and keeps stakeholders aware of benefits associated with the use of library facilities and resources.
- Cooperates and consults with Public Services Area Manager and other managers and MPL staff for appropriate support to successfully execute events, exhibits and programs. Attends high profile events that pertain to the grant to ensure successful outcomes. Interprets library's needs and services to individuals and groups, including the media. As it pertains to the grant, prepares statistical and narrative reports indicative of public attendance at outreach events, library adult programming, and use of facilities and exhibit equipment. Reports program development and activities. Maintains essential records. Meets regularly with Public Services Area Manager-Branch Libraries.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990; as amended by the Americans with Disabilities Act Amendments Act (ADAAA) 2008.*

## CONDITIONS OF EMPLOYMENT

The Arts Project Coordinator must be willing and able to do the following:

- Attend job-related outside meetings and work evenings and weekends from time to time.
- Lift and move 10-20 pounds frequently and up to 50 pounds occasionally.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in art education, community arts, studio arts, community development, or a closely-related field from an accredited college or university.
2. One year of experience in community engagement programming, ideally with an arts focus.

*Equivalent combinations of education and experience may also be considered.*

## DESIRABLE QUALIFICATIONS

- A degree or work experience in arts administration.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Excellent customer service and interpersonal skills; ability to work effectively with staff and public to ensure good relations.
- Experience with community engagement, connecting residents and community members to the project in meaningful ways at multiple levels of the project (participant, planning, feedback).
- Ability to work effectively with diverse library users of various age levels.
- Ability to work both independently and as a team worker.
- Ability to develop a strong working knowledge of the Milwaukee Public Library System, including its resources, programs, and agencies.
- Ability to represent the library as it relates to the project grant before a variety of community groups and agencies.
- Written communication skills, ability to document a project or program, and ability to share a cohesive story about a program in a compelling way.
- Knowledge of project management practices; ability to coordinate multiple programs and make connections between different aspects of the project so that there is a common thread.
- Knowledge of exhibition or curatorial practices.
- Knowledge and experience with social practice art.

- Ability to ensure compliance with grant guidelines by effectively overseeing the evaluation process, developing and administering evaluation tools, and effectively overseeing the visual documentation of the project.
- Ability to demonstrate initiative and creative problem-solving.
- Promptness, reliability, and the ability to maintain a good attendance record.

## CURRENT SALARY

**The current starting pay (Pay Range 2CN) for City of Milwaukee residents is \$21.86 per hour, and the non-resident starting pay is \$21.33.**

The City of Milwaukee offers limited benefits for this .75 position, including the following:

- Health and Dental Insurance (full benefits)
- Paid Vacation (earned on a pro-rated basis)
- 11 Paid Holidays (earned on a pro-rated basis)
- Paid Sick Leave (earned on a pro-rated basis)
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Tuition Benefits
- 457 Deferred Compensation Plan

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/der/Benefits-2018#.WgYyqE2ovAA>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Milwaukee Public Library reserves the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision.

## ADDITIONAL INFORMATION

### Application Instructions:

- Applications and additional information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL)
- If you would like assistance completing an application, please contact the Department of Employee Relations at 414.286.3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).

- The Milwaukee Public Library Human Resources Department is located on the third floor at 814 W. Wisconsin Ave, Milwaukee, WI 53233. Contact Barbara Henry at 414.286.3028 with additional questions.

## CONCLUSION

### *EEO 501*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*

**Click on a link below to apply for this position:**

**Fill out the Supplemental Questionnaire and Application NOW using the Internet.**

