

**Job Title:**

Nafasi Arts Program Coordinator

FLSA:

Full-time/Exempt

Summary of Functions

This position will provide capacity to the Hill Community Development Corporation and to the #ArtsinHD Committee. Both endeavor to provide affordable live/work space to Hill District artists.

The Hill CDC's Nafasi Arts Program Coordinator will plan and coordinate the Nafasi building space as well as off-site programming, and opportunities that help the neighborhood reach goals as stated in the Hill District Arts Plan which designates the Hill District as a Black cultural space. This individual will accomplish strategic objectives by overseeing multiple project activities and tasks which are administrative, programmatic and financial in nature. The Coordinator will engage opportunities to help artists interested in working in the Hill District in an effort to uncover, cultivate, connect, and convene the "art scene" in the Hill District.

Roles and Responsibilities

- Create and implement plan to highlight and make more visible Hill District artists, cultural workers, cultural organizations, and their activities in the neighborhood and throughout the city
- Tailor the principles, practices and objectives of programming to the arts community, and the broader Hill District community
- Plan, develop, schedule, coordinate, implement, and evaluate arts programming, including preparing and maintaining records, reports, and correspondences
- Establish and maintain effective working relationships with a variety of external and internal contacts, including local artists, arts groups, galleries, community groups, and stakeholders, and promote programs to create public interest and participation
- Recruit tenants for Nafasi and curate activities that occur in the Nafasi common areas that serve as a resource for the artists who live and work in the Nafasi space
- Manage operational and office management issues, such as venue accessibility, health and safety issues, and building maintenance
- Maintain in-house and public relations
- Write or contribute to publications which accompany events and activities
- Implement and maintain office and information systems
- Coordinate resident artist development training and related business programming and

- direct artists to the appropriate resources (organization/individual/company)
- Engage and ascertain opportunities to help artists that are interested in working in the Hill, particularly those who are Hill District artists (as defined by the #ArtsinHD committee) in an effort to bring the Greater Hill District Master Plan to fruition
- Grow and maintain an arts and cultural platform of the neighborhood to engage and sustain consumers inside and outside of the neighborhood
- Some nights and weekends will be required

Qualifications

Excellent candidates for this position will:

- Have experience in developing and curating arts programming and spaces in ways that build community and explore and highlight African-descended identities, particularly in an urban environment
- Possess a high degree of organizational and coordination skills and a keen attention to detail
- Self-starter with strong personal accountability for performance
- Ability to work independently and as a team member
- Exhibit excellent ability to communicate through speaking and writing in both formal and informal settings
- A “can do” attitude and a willingness to “roll-up their sleeves” for minor physical tasks (i.e. lifting a box that is 50 lbs. or less)
- Demonstrate the necessary writing abilities to complete grant applications and reports
- Ability to move about the Greater Hill District by a conveyance under their own control and meet with community members and groups.
- Demonstrates good judgement and discretion
- Strong inter-personal and intra-personal skills
- Bachelor's degree in related field preferred, however commensurate experience will be considered
- Knowledge of Hill District stakeholders, residents, and artists is a plus
- PA Driver's License and personal transportation is strongly preferred

Compensation

- Paid twice monthly
- Compensation is commensurate with experience

To Apply

Interested applicants should send a resume and cover letter to apply@hilldistrict.org. Submissions should include all relevant experience and salary expectations.

The Hill CDC is an **equal opportunity employer**. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.