

**Position Title:** Community Engagement Coordinator

**Reports To:** Executive Director

**Compensation & time commitment:** \$20-\$23 per hour. Part time requires some evenings and weekends. Partial remote work optional.

### **Overall Job Description**

The Community Engagement Coordinator is responsible for facilitating and coordinating a robust community engagement strategy for the San Luis Obispo Museum of Art (SLOMA), with a particular focus on building relationships with educators, community partners, and service providers. The Community Engagement Coordinator will work closely with SLOMA staff to assist in the overall coordination of services and opportunities to ensure adherence to SLOMA's Mission, Vision, and Values: we enrich our community by using art as a doorway to deeper insight and connection.

### **Major Responsibilities & Duties**

The Community Engagement Coordinator will work closely with SLOMA staff to strategically engage underserved communities on the Central Coast:

- Cultivate relationships with diverse community-serving organizations including those with civic, educational, and grassroots missions to expand engagement in SLOMA's programming.
- Coordinate and manage activations at sites and with partners throughout SLO County
- Serve as lead for the coordination and fulfillment of school tour program.
- Coordinate research into underserved audiences
- Launch and lead *Tuesday Tidbits* events at elementary schools served by Lucia Mar Unified School District in southern SLO County. *Tuesday Tidbits* is a new program providing elementary school teachers collaborative training in visual arts curriculum and activities with the goal of engaging kids in the visual arts from a young age.
- Provide ongoing input, information, and materials that support internal and external communication efforts about SLOMA's exhibitions and programs.
- Serve as an advocate in the community to promote SLOMA's exhibitions and public programming, especially among historically under-engaged and excluded communities.
- Connect and collaborate with community partners to expand SLOMA's audience through free public programs and cross-promotion, specifically First Fridays.
- Participate in the continuous quality improvement and data-driven decision-making processes to assess the efficacy of programming.
- Provide ancillary support for other SLOMA projects by coordinating with and supporting colleagues as needed or requested.
- Other duties as assigned.

### **Minimum Qualifications and Experience**

The Community Engagement Coordinator should have a strong desire to connect with the community and to expand arts access to historically under-served audiences.

- Bachelor's degree in a relevant field preferred, plus two years of directly-related experience working in the community. An equivalent combination of education and/or experience may be substituted, as long as it directly relates to the essential duties and responsibilities. Preference will be given to candidates with a working knowledge of community engagement and education
- Bilingual in English and Spanish

### **Communication**

- A strong desire and ability to communicate, work with, and build collaborative relationships with audiences from racial, ethnic, socioeconomic, and gender-diverse communities.
- Familiarity with California's Content Standards for teaching the visual arts
- Ability and willingness to work some evenings and weekends to accommodate teachers' schedules and SLOMA's existing programming

### **Professionalism**

- Strong organizational skills and ability to manage multiple priorities at once
- Ability to work well independently and as a member of a team
- Ability to use community feedback to adjust programming as needed

### **Skills**

- Familiarity with or willingness to learn Visual Thinking Strategies
- Knowledge of Microsoft Office applications
- Ability to reliably gather audience data and survey responses to track program progress
- Familiarity and willingness to utilize social media (find us online: @SLOMuseumofArt)