

**Operations and Program Coordinator**

**Part-Time: approximately 25 hours a week, with some evening and weekend hours.**

[**www.artmorpheus.org**](http://www.artmorpheus.org)

**Summary**

Founded in 2009, ARTMORPHEUS is a Boston-based not-for-profit that supports artists, entrepreneurs and organizations in creative industries to further their visions, engage diverse audience and build sustainable enterprises. We seek an **Operations and Program Coordinator** with outstanding communication and organizational skills who will embrace an exciting opportunity to play a key role in the planning and strategic growth of a groundbreaking new initiative along Boston’s Fairmount Corridor Transit line.

**Responsibilities**

*Community Building*

* Recruit and meet with artists and creative residents to learn of their interests, needs, assets and visions
* Attend community events and make presentations
* Plan and execute networking activities and events

*Communications*

* Maintain brand consistency
* Tell succinct and powerful stories about creative entrepreneurs and the work of the organization
* Write press releases
* Create fliers, slide and video presentations
* Compose fact sheets, letters and emails
* Create and send out electronic monthly newsletters
* Photograph events; maintain an image bank for newsletters and social media posts
* Engage relevant audiences through active use of social media

*Administration and Operations*

* Organize files
* Assist with setting up an online application process for programs
* Track program applicants and prepare materials for review committee
* Assist with developing and monitoring program policies and procedures
* Participate and take notes at project partner meetings
* Collect and track data for reports and program evaluation

*Project Development, Coordination and Implementation*

* Assist in engaging expert panelists, workshop speakers and mentors
* Organize and promote educational and networking events
* Communicate with speakers and participants
* Recruit, train and coordinate interns

*Continued…*

**Operations and Program Coordinator** *(continued)*

**Qualifications**

*Required*

* Excellent communication skills, including proven writing and editing ability
* 2+ years of administrative/program coordination work experience
* 2+ years working in the arts and culture sector
* Bachelor's Degree with a foundation in arts administration, urban planning, a creative practice or entrepreneurship (or equivalent experience)
* Proficiency in Microsoft Office Suite
* Familiarity with Dorchester communities along the Fairmount Corridor
* History of success in planning and coordinating events

*Desirable*

* Familiarity with WordPress, Databases, CRM systems and html.
* Creative economy experience and or/ experience with a start-up /entrepreneurial venture
* Proficient and active with social media
* Graphic design
* Comfort and experience with budgets and financial management; Working knowledge of QuickBooks
* Project management and event planning

**Personal Characteristics**

* Highly professional in representing the face of the organization to the public
* Detail-oriented, yet able manage multiple tasks in parallel, prioritize and meet deadlines
* Clear and concise in communications
* Energetic, flexible, resilient and unflappable in fast-paced situations
* Creative in coming up with new ideas and solving problems.
* Energized by empowering artists and entrepreneurs
* Adept at developing relationships with a broad range of people, communities and organizations
* Creative and flexible when facing challenges

**To Apply**

Please submit a resume, two professional references, and a cover letter outlining why you are interested in this position, how your skills and experience meet the qualifications of the position and how you heard about this opportunity, in pdf or Word format, to Executive Director **Liora Beer**, at [info@artmorpheus.org](mailto:info@artmorpheus.org). We will review applications as they are received, and will fill the position as soon as we find a good fit, with an ideal start date of January 5, 2015.

**About the Fairmount Cultural Corridor Initiative (FCC)**

ARTMORPHEUS is collaborating with partner organizations on the Fairmount Cultural Corridor initiative to advance a vision in the Dorchester, Roxbury, Mattapan and Hyde Park neighborhoods located along the Fairmount rail line that draws upon the local cultural assets and ethnic traditions of the Corridor’s residents. The initiative combines collaborative efforts of residents, local artists, community organizations and businesses to help create a vibrant livable neighborhood district made stronger through an active local creative economy.

As part of the FCC initiative, ARTMORPHEUS is launching the **Fairmount Creative Industry Lab** & Accelerator, which will offera talented community of artists, residents and entrepreneurs access to business development methodology, mentorship, co-working space, seed funding and a resource network for collaborating, innovating and launching creative start-ups along the Fairmount Corridor.

The Up Market, another project of the FCC currently in a nascent state**,** brings together local artists, crafters and food producers to create an affordable destination marketplace and help leverage the economic benefits of arts and culture.