

## The Umbrella's Arts & Environment Program Coordinator

05.11.2021

### About Arts & Environment

Our Arts & Environment Program promotes a discovery of the arts, a passion for place and nature, and environmental responsibility. We sponsor an integrated program of community events including our signature [Musketaquid Earth Day](#), [Solstice Celebrations](#), adult and children's [classes](#), Ninjas in Nature Program, and public art installations.

Our program remains strong despite the pandemic. We are seeking a passionate, energetic, and organized individual to fill this part time and temporary position. We are updating our Arts & Environment Program strategic plan. Once the strategic plan is complete, we will determine the appropriate team structure and whether the Coordinator role will be a permanent position. In the meantime, we must continue to maintain the existing work and relationships of the program.

### Arts & Environment Coordinator:

Reporting to The Umbrella Executive Director, the Program Coordinator will maintain the Arts & Environment Studio/Classroom, ongoing relationships with the Musketaquid Steering Committee, Celebration Committees, and will interface with other programs of The Umbrella, including Education, Marketing, and Development. This position is a part-time 24hour/week position through October 2021, with some evening and weekend commitments.

### Responsibilities

- Organize community celebrations, including The Umbrella's Musketaquid Earth Day, Winter Solstice, Summer Solstice. This work entails:
- Managing the Earth Day Committee and the event planning committees.
- Hiring contract employees to oversee segments of each celebration.
- Hiring talent to lead various activities.
- Implementing marketing plan.
- Manage income and expenses with Umbrella administration to achieve budget goals.
- Schedule, plan and facilitate Steering Committee meetings and communications.
- Support outreach to individual and family program participants and partner organizations, including updating the data base of past and current constituents.
- Work with Umbrella Education Director to plan arts and environment classes and workshops at the Umbrella and as part of Lowell outreach.
- Work with Umbrella Marketing Director to promote arts and environment classes, workshops, events, and public art.
- Work with Development Director on Grant opportunities.
- Document all program activities.

## Qualifications

- Experience working in the arts.
- A deep passion for the arts and the environment and the value of place-based education.
- Experience producing community events.
- Demonstrated ability performing multiple, diverse, and often complex, organizational tasks in a timely, efficient manner.
- Comfort and competency with computer and web applications, including Microsoft Office Suite, Google, social media platforms, direct mail programs.
- Skill in oral and written communication and presentations.
- Personable and effective in one-on-one and group situations.
- Demonstrated ability to work collaboratively with a variety of people and organizations in a range of situations, and foster team building.

Ability to:

- Carry up to 25 pounds
- Navigate outdoor, uneven terrain
- Drive a 12-seat van (standard class D license)

The Umbrella is working to create a more diverse, equitable, inclusive, and accessible organization. Please see our [DEIA statement](#). Women and BIPOC candidates are encouraged to apply.

Salary will be commensurate with experience and range between \$20-24/hour

Applications, including a cover letter and resume (as a single PDF), should be sent to Jerry Wedge, Executive Director at [jerry@theumbrellaarts.org](mailto:jerry@theumbrellaarts.org) by 5:00 on May 28, 2021.