

PRCA Gallery Coordinator Job Description

10 hours/month - \$200/month stipend

The coordinator oversees the successful operations of the Prairie Renaissance Cultural Alliance in consultation with the Board of Directors, the Executive Committee, and all other committees.

Job Duties include:

BOARD RELATIONS RESPONSIBILITIES

- Attending Executive Committee meetings as requested
- Preparing report for and attending all Board of Directors meetings

PROGRAMMING RESPONSIBILITIES

Assist with planning and implementing programs in conjunction with the committee or designated coordinator, including but not limited to:

- ArtShare classes
- Annual Member Meeting
- Annual Major Fund Raiser

OPERATIONS/MANAGEMENT RESPONSIBILITIES

The coordinator oversees operations/management matters including, but not limited to:

- In conjunction with Gallery Committee, recruiting, training, and scheduling volunteers
- Maintaining and updating Square system including POS inventory and online sales gallery in conjunction with Bookkeeper/Technology Support staff person
- Purchasing office supplies
- Open & distribute mail
- Check phone messages and email - reply or forward as needed
- Serving as liaison for property management with the landlord

PUBLICITY RESPONSIBILITIES

- Work in cooperation with the Communications Committee and the Executive Committee to provide information about the activities of the PRCA, including tours of the gallery, to the public
- Provide information or articles as requested/needed for the Communications Committee to use in the Muse and e-bulletins
- Coordinate radio and newspaper ads, press releases, public access TV announcements, social media posts, etc in collaboration with Executive and Communications Committees