



MCBA

**MINNESOTA
CENTER FOR
BOOK ARTS**

We're Hiring!

Position Opening: Community Programs Coordinator

Deadline to Apply: Wednesday, August 31, 2022 11:59pm CT



- Position:** Community Programs Coordinator
City: Minneapolis, MN
Type: Part Time (20 hours per week)
Benefits: Paid holidays, vacation, sick time; 401(k) plan; medical and dental insurance, studio access, and workshop and retail discounts
Salary: \$18/hr
Reports to: Director of Education
Website: <http://www.mnbookarts.org/employment/>
Deadline: Wednesday, August 31, 2022, 11:59pm CST

ORGANIZATION SUMMARY

The mission of Minnesota Center for Book Arts (MCBA) is to ignite artistic practice, inspire learning, and foster diverse creative communities through the book arts. Since its founding in 1983, MCBA has been a leader in preserving and revitalizing letterpress printing, bookbinding, and hand papermaking on local and international levels, and expanding access to these disciplines to diverse audiences.

Located in the Open Book building in downtown Minneapolis, MCBA is the largest nonprofit center of its kind, providing over 12,000 square feet of studios, classrooms, and professional gallery space to the public. MCBA offers youth and adult workshops, affordable studio access, exhibitions, artist consignment, residencies, fellowships, and special events that honor the myriad artistic and cultural traditions of the book. Equity is at the forefront of our 2020-2024 strategic framework as we advance strategies to ensure greater diversity and inclusion across our organization and throughout the field.

POSITION SUMMARY

The Community Programs Coordinator is responsible for facilitating private group tours and workshops in MCBA's studios and offsite at partner organizations. Audience includes people of all ages with most events geared toward adults. Program facilitation includes scheduling, processing payments, teaching, and evaluation. This position also plays a key role in semi-annual open house events. An important aspect of this position is cultivating relationships with partners, workshop participants, and all studio users through clear and friendly communication. This position works closely with all staff and reports to the Director of Education.

While we work to build partnerships and re-launch our private workshops program, this position will also support other areas of work at MCBA. This can include welcoming constituents to workshops, equipment rentals, and occasional special events. This is a part-time (20 hours per week) position, with the possibility of expansion to a full-time position in the future.

Important note: *While some elements of this position may be performed remotely, the person in this position will need to be available to work in person in our building and offices and at partner locations. We have COVID-19 safety measures in place to support staff health, including required vaccination, mask-wearing, and social distancing.*

JOB FUNCTIONS

Program Coordination (75%)

- Provide clear, friendly communication with interested partners about details of programs
- Schedule workshops and tours with partner organizations using Trello, MCBA's studio reservation system, and Google Suite
- Teach private workshops and tours based on a set menu of offerings
- Plan and teach one 2-hour adult pre-registration workshop per month
- Teach private workshops hosted by MCBA's board as fundraising events, planned in coordination with the Executive Director and Director of Education
- Order and prepare materials for workshops
- Plan and run open house book arts activities on occasion, in coordination with Director of Education and supported by other staff
- Contract with other artists, if needed (for multiple workshops or groups)
- Generate invoices; track and process payments in Altru (MCBA's CRM system)
- Ensure studios and equipment are used safely and communicate any issues with Studio Technician
- Monitor progress towards budget goals, report progress to Director of Education

Program Development, Evaluation, and Marketing (15%)

- Conduct regular outreach communication to colleges, organizations, businesses, and other groups for private workshops and tours
- Reach out to partners to build relationships and ask for feedback and needs
- Identify barriers to participation and work to improve accessibility in education programs
- Document teaching methods for standard workshops for training and archival purposes
- Ensure consistent data collection, analyze results, and incorporate feedback to inform future programming
- Assist with grant reporting by providing program statistics and information on achieved outcomes
- Together with the Director of Education, provide community education updates for MCBA's website and marketing as needed

Other duties as assigned (10%)

- Attend staff meetings and participate in professional development opportunities as arranged by supervisor
- Participate in MCBA's fundraisers, exhibition openings, and other events
- Provide occasional support for other programs: welcoming constituents to workshops, equipment rentals, and occasional special events

Working Conditions and Physical Requirements

- Ideal work hours include Thursdays (11am - 7pm), Saturdays (9am - 4pm), and Wednesday morning staff meetings. Exact schedule will be determined by Community Programs Coordinator and Director of Education.
- Candidate should feel comfortable standing for 3-4 hours at a time during teaching time.
- Candidate may travel to offsite locations that may not be barrier-free.
- Candidate must be able to type on a computer keyboard and operate other office equipment.
- Candidate should feel comfortable lifting 15 pounds at times when prepping and moving class supplies.

QUALIFICATIONS

Minimum Qualifications

- 2-year degree or equivalent
- Working knowledge and teaching experience in some of the following areas: letterpress, papermaking, bookbinding, printmaking, and/or screen printing*
- Strong organizational, planning, and administrative skills, with ability to build and maintain institutional records relevant to position.
- Clear and friendly communication
- Ability to work independently and prioritize responsibilities
- Strong problem solving skills, creative thinking, and time management
- Proven capacity to work in a team setting and in a community-based environment. Ability to communicate effectively and personably with staff, artists, Open Book partners, constituents, and stakeholders
- Ability to work occasional evenings and weekends
- Basic computer skills including knowledge of Microsoft Office and Google on PCs.

Preferred Qualifications

- 4-year degree or equivalent with focus in art and/or education a plus
- Intermediate knowledge and teaching experience in all or most of the following areas: letterpress, papermaking, bookbinding, printmaking, and/or screen printing*
- 1–3 years of experience in nonprofit and/or program administration
- Ease connecting with all kinds of people
- Ability to thrive in a work environment that involves independent administrative work and interacting with community members through workshops

*Professional development and training will be available for successful applicants who demonstrate proficiency in most but not all areas.

The ideal candidate will have a demonstrated commitment to antiracism and equity work. Our staff participate in regular DEI + antiracism internal working group sessions and we share a collective dedication to continued personal, professional, and community growth in this area. Like most arts spaces, there is a history of inequity and racism in the book arts and we are doing the work to dismantle these systems in our own space and in the broader book arts field. If you are Black, Indigenous, or a Person of Color considering this opportunity, you will be joining a staff team that centers your well-being, engages in harm reduction, takes responsibility when mistakes are made, and acknowledges impact over intent.

BENEFITS

Hourly rate is \$18/hr for this part-time position (20 hours per week). Benefits include:

- Separate paid vacation and sick time accrual, an annual personal day, and 10 prorated paid holidays a year
- 401(k) plan
- Health insurance (60% employer paid) and dental insurance (50% employer paid)
- Employee-paid flexible spending accounts, vision insurance, accident insurance, short-term disability, hospital insurance, and voluntary life insurance.
- Free studio rental, discounts on workshop registrations, and discounts on retail and consignment purchases.
- A supportive, creative, and light-hearted staff team to work with

HOW TO APPLY

Please respond via email with resume and 1-pg cover letter to jobs@mnbookarts.org with “Community Programs Coordinator” in the subject line by Wednesday, August 31, 2022, 11:59pm CT. Our ideal start date is early October 2022. Please note that MCBA requires employees to be fully vaccinated against COVID-19. Documentation of vaccination status must be provided if an offer of employment is made. Masks are currently required within MCBA’s offices and studios.

APPLICATION TIMETABLE

Application period closes: August 31, 2022

Proposed Interviews: September 12 - 14, 2022

Estimated Start Date: October 4, 2022

***We prioritize a culture of equity, inclusion, and care for self and community.
We encourage participants with diverse cultural backgrounds and lived experiences to apply.***