

# OUTREACH & PROGRAMS COORDINATOR

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## JOB DESCRIPTION

### ABOUT PRAIRIE LAKES REGIONAL ARTS COUNCIL:

The Prairie Lakes Regional Arts Council serves the artistic communities of the 9-county area of south central MN by supporting the creation and presentation of diverse art forms, fostering equitable access to arts opportunities, and integrating arts and culture to enhance quality of life in our communities.

### PURPOSE:

The Outreach & Programs Coordinator role coordinates outreach for all programs held by Prairie Lakes Regional Arts Council. They assist with management of applicants, branding/marketing, and other grant programs. The Outreach & Programs Coordinator reports directly to the Executive Director. The Outreach & Programs Coordinator position is a full-time, salaried, exempt position.

### RESPONSIBILITIES:

1. Provide technical assistance and general information about grant programs to local artists, arts organizations, community groups, schools, and others as requested in accordance with our current grant guidelines.
2. Assist with reviewing and screening grant applications and present applications to the arts council for review and selection.
3. Create and distribute Prairie Lakes Regional Arts Council e-newsletter on a bi-weekly basis.
4. Create content for Prairie Lakes Regional Arts Council social media pages including Facebook, Instagram, and LinkedIn.
5. Assist with filing grants appropriately by updating and maintaining databases.
6. Work with the Executive Director to review branding guidelines, marketing messages, and overall public appearance of Prairie Lakes Regional Arts Council's assets.
7. Analyze Needs Assessment on an annual basis to form outreach strategy for future public messages in partnership with the Executive Director.

8. Assist Programs Manager to work alongside Prairie Lakes Regional Arts Council partners like the Minnesota State Arts Board and McKnight on reporting data about grantees and applicants.
9. Other duties as assigned by the Executive Director.

## AREAS FOR GROWTH:

1. Assist with the Executive Director to build a program to recruit, hire, train, and manage Artist Panelists for Artists Grant review.
2. Attend events across the region to maintain a favorable public image for Prairie Lakes Regional Arts Council.
3. Lead and manage all Grant Workshops for prospective grant applicants.

## REQUIREMENTS:

1. Two-year degree or equivalent in work experience.
2. 3-5 years of experience.
3. Ability to lift 25 pounds.
4. Able to work in Waseca or in the nine-county region.
5. Have reliable transportation.
6. Able to multitask and juggle multiple projects at once.
7. Able to work on a computer and an online workspace.
8. Able to answer phones and emails efficiently.
9. Be an active participant or audience member of the arts in the nine-county region.
10. Bilingual applicants preferred in English and Spanish or Somali.

## COMPENSATION:

1. The Outreach & Programs Coordinator position is a full-time, salaried, exempt position with a base salary of \$50,000/year.
2. Performance reviews will be conducted on an annual basis by the Executive Director.
3. Raises will reflect performance reviews on an annual basis
4. Full compensation package includes benefits outlined in the Prairie Lakes Regional Arts Council Employee Handbook.