

Job Title: Arts and Culture Coordinator

Supervisor: Interim Assistant Director, Aging through Arts Center

Job Status: Non-Exempt/Full Time

Job Hours: 35 hours per week Monday- Friday 8:30a-4:30pm, On-Site

Location: Midtown Manhattan

Compensation: \$40 - \$45K, annually

About Encore: Known widely as *Broadways longest running act of loving care*, Encore's mission is to improve the quality of life for older New Yorkers so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door approach" to ensure Seniors are able to age in place comfortably for as long as possible. **Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older New Yorkers in New York's City.** Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers, but also for the essential human service employees who serve as the City's safety net. **Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.**

Position Description: The Arts and Culture Coordinator (ACC) enables older adults and those who care for them to age successfully in our Aging through Arts programming. The **ACC** is responsible for developing, coordinating and facilitating arts-related groups and programs which meet the social, emotional, cognitive, and physical needs of Encore's older adults. The **ACC** reports to Encore's Site Director. The **ACC** works as an active, supportive member of Encore's Wellness team. The **ACC** will help to maintain an organized program environment, and ensure that daily supplies for programs and activities are maintained and used effectively.

Benefits: This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental, Visions, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 5% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

Job Responsibilities:

Aging with Arts Program Coordination

- Coordinate, organize, implement and maintain Aging through Arts programming activities, events and outings.
- Ensure all the required staff, volunteers and materials are available for all activities, and that, a room or space is reserved for the event and any promotional materials are developed and distributed in advance of the programs.
- Execute essential job duties in accordance with Encore's administrative policies and compliance/ethics guidelines.
- Develop groups and programs in consideration of the needs, abilities, and interests of the participants. Programs will be offered in a variety of sizes and formats, and take into account multigenerational and multilingual factors.
- Develop and produce user-friendly, age-appropriate and culturally-responsive curriculum or activity guides for publication and dissemination.

- Research new ideas for programs and activities, taking into consideration participants' suggestions.
- Initiate and plan the monthly calendar in conjunction with the Site Director as well as communicate effectively with coworkers, peers, contractors and stakeholders.
- Assist with transporting and/or escorting program participants to, from programming events.
- Demonstrate a positive, professional appearance and attitude, sensitivity to participants' issues and feelings, and excellent communication skills.
- Set up rooms for activities and events, overseeing the older adults to ensure the residents are safe and following the rules and instructions, training other activities workers and promoting the center's offerings.
- Assist with overseeing the support staff such as Service Coordinators, Development staff and volunteers working activities and events.
- Train staff, volunteers and other stakeholders; create teams or groups to work events or programs, and supervise them during the actual event to ensure they follow all directions and protocols.

Administration

- Order materials and supplies, maintain orderly and accurate inventory
- Complete all required paperwork in a timely manner to support programming, administration, and monitoring and evaluation, including weekly session reports
- Recruit per diem instructors and volunteers to lead activities and sessions, including developing contracts.
- Effectively communicate and actively execute on feedback from internal and external stakeholders including partners, program participants, supervisors and other team members.
- Maintain and input accurate information and data in appropriate databases about members, schedules and volunteers for tracking and program evaluation.
- Maintain appropriate files and records.
- Complete member enrollment for new seniors.
- Other duties as assigned

Required Qualifications:

- Associates Degree in the Arts/Music/ Theater or relevant degree
- Flexible scheduling to participate in events outside the workday schedule; must be available to work occasional evenings and weekends.
- High-Energy, **BIG** Personality
- Strong organization and administrative skills
- Problem-solving and communication skills that enable the development of appropriate activities and communicate instructions so that the seniors understand the expectations
- Proven experience with effective classroom management strategies and cultural competency

- Proficient computer skills and database skills. Proficiency in Microsoft Excel, Work PowerPoint and Outlook.
- Knowledge of event planning practices and techniques
- Public speaking experience
- Knowledge of marketing and promotional practices
- Physically able to perform duties such as standing for long periods, squatting, bending and lifting heavy objects
- Applicants must have the ability to work with minimal supervision, be **highly detail-oriented**, diligent, able to adapt easily to change, and able to work in a high-paced environment
- Excellent communication skills (written and oral); strong organizational skills.

Preferred Qualifications:

- Performance, spoken word and theatre education, and must be passionate about strong personal artistic practice rooted in performance-based storytelling including experience in creating lesson plans and/or curriculum writing, facilitating a variety of hands-on, interactive workshops with diverse populations, i.e., students with disabilities, English Language Learners, different socioeconomic backgrounds, etc
- A demonstrated artistic practice in theatre/ music/ painting and/or writing

To Apply email Resume and Cover Letter to jobs@encorenyc.org. In the subject line, please indicate “**Arts & Culture Coordinator**”

Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.

All new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by Encore Community Services.