

**Longmont Creates Coordinator**  
20 hours a week, contract position

The Longmont Creates Board of Directors is hiring a coordinator to oversee the day-to-day management of the non-profit. Send resume and three references to [LongmontCreates@gmail.com](mailto:LongmontCreates@gmail.com) by March 15, 2024  
Position to begin in April 2024

**Responsibilities**

- Represent the Longmont Creates and Longmont Creative District organizations & act as primary contact person.
- Hold regular Office Hours each week, monitor email inbox & social media messages.
- Implement communications with the board of directors, members, and community – Including emails, regular newsletters, other emails & outreach as needed for event promotion, fundraising, etc.
- Update Longmont Creates webpages (with support from LDDA staff).
- Basic bookkeeping, filing of paperwork, and maintaining fiscal and organizational records for Longmont Creates and Longmont Creative District.
- Revenue Development - Grant writing, sponsorship development, membership & donation recruitment (all with support from the Board of Directors).
- Work to establish a Longmont Creates Member Directory.
- Connect with other creative organizations and creatives in the community and state.
- Take the lead on applications, reports, follow up and coordination with Colorado Creative Industries (CCI) (supported by Board and LDDA Staff) and attend CCI Creative District Convening.
- Coordinate Creative District events & programming – Longmont Arts Week, Creative Happy Hours, and the Creatives Retreat.
- Recruit and encourage outside event organizers to host cultural events in the Creative District (with support from LDDA staff)
- Recruit, coordinate, and oversee volunteers.
- Attend Longmont Creates Board meetings & assist Chairperson & Secretary with agenda & minutes.
- Marketing – Social Media posting on Longmont Creative District account
- Program promotion outside of social media (post to public event calendars, send press releases & media alerts, emails & newsletters)

**Required Knowledge Skills and Abilities**

- Ability to contribute effectively and creatively in a team-oriented, collaborative environment.
- Ability to manage time, organize, and prioritize work effectively.
- Knowledge of principles of budget management and business practices
- Excellent planning and organizational skills.
- Attention to detail and ability to handle multiple tasks effectively.
- Must be proactive, able to prioritize, and adapt in a diverse and ever-changing environment.
- Excellent customer service skills.

- Ability to develop and maintain positive and effective working relationships with employees, management, customers, and general public.
- Proficiency in Microsoft Office software, including Word, Excel, and PowerPoint.
- Excellent public speaking and presentation skills.
- Excellent verbal and written communication skills.
- Basic marketing and social media knowledge.
- Ability to use discretion and maintain confidentiality.
- Ability to lead, train and provide work direction.
- Available to work evenings and weekends, when needed.

### **Required Education**

*Preferred:* College degree in Art, Art Administration, Art History, or similar, or at least three years of related experience with an art program, museum, art gallery, or public art program and/or equivalent combination of education and experience required.

### **Experience Requirements**

- At least three years of related experience with an art program, museum, art gallery, or public art program and/or equivalent combination of education and experience is required.