



# Creative Industries Grant Project Coordinator

## **POSITION SUMMARY**

The Creative Industries Grant Project Coordinator (contractor) will be responsible for direction and coordination of the Creative Industries Grant award from the State of New Mexico Economic Development Department, received by Taos County.

Under the supervision of the Taos Arts Council (TAC) Board of Directors and the Taos County Economic Development Director, the Creative Industries Grant Project Coordinator will report to the TAC Executive Committee.

The Creative Industries Grant Project Coordinator is responsible for several multifaceted administrative, managerial and professional duties related to administration of the grant that includes working with the Mid-America Arts Alliance (M-AAA) to manage and execute three creative entrepreneur business development workshops between February – May, 2024; oversee the marketing and registration for said workshops; administer a discounted-membership program for workshop participants with the Taos County Chamber of Commerce including produce a networking event with the Chamber; and ensure proper and methodical documentation and reporting of all grant activities. The position involves responsibility for strategic coordination among Taos County Economic Development, Taos Arts Council, M-AAA, and the Taos County Chamber of Commerce.

## **SCHEDULE**

This is a contract position, hired by the Taos Arts Council, budgeted for approximately 20 hours per week on average for up to 23 weeks beginning January 22, 2024 at a rate of \$25/hr inclusive of all tax and GRT (**total contract valued at \$11,500 inclusive of all tax**). Ideally this contract work will take place during core business hours (10:00 am – 4:00 pm MT), though weekend work during the three Creative Entrepreneurship Workshop weekends will be required.

### **Workshop dates are as follows:**

- March 2-3, 2024 – Questa
- April 27-28, 2024 – Peñasco Valley
- May 18-19, 2024 – Taos, Taos Pueblo, Taos Valley Area

Chamber of Commerce Mixer/Orientation Event will be held on June 6, 2024.

## **ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:**

*The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the contractor.*

### **Job Duties:**

1. Working with M-AAA/Artist Inc Express, plan and deliver three business development workshops for creative entrepreneurs using the tools and plans provided by M-AAA/Artist Inc Express.
2. Using the marketing materials and registration platform provided by M-AAA/Artist Inc, promote creative entrepreneur workshops across Taos County, and oversee all registrations and attendance. Ensure that promotions and registration opportunities are marketing to a diverse audience.
3. Secure venues and catering services within the project budget parameters for the creative entrepreneur workshops, and ensure proper set up, clean up and A/V needs are met.
4. Design and administer a documented mechanism for offering equitable access stipends for workshop participants who need support to participate. Ensure proper and detailed record-keeping of each stipend.
5. Collaborate with the Taos County Chamber of Commerce to plan and produce (1) networking/orientation event for workshop participants. Ensure the event expenses are within the project budget parameters, with proper and detailed expense tracking and record-keeping.
6. Collaborate with the Taos County Chamber of Commerce to offer and administer discounted first-year memberships to workshop participants as outlined in the grant budget.
7. Manage and document all budget expenditures with oversight from Taos Arts Council and Taos County.
8. Prepare all required and requested reports to Taos County, Taos Arts Council, and the State of New Mexico in a timely manner.
9. Meet regularly as established with the TAC Executive Committee as well as the Taos County Economic Development Director.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

10. Work collaboratively, cooperatively, and in coordination with fellow project team members and with others in the project-related organizations, treat them with respect, courtesy, and consideration, and shows understanding and the appropriate support for other team members to accomplish the project tasks and activities.
11. Provide assistance, information, guidance, and resources to diverse groups of customers, clients and others outside of the project-related organizations; treat them in a friendly manner with professionalism, helpfulness, respect, courtesy and consideration at all times regardless of circumstances.
12. Maintain regular, dependable attendance and punctuality, and physical or virtual presence as may be required.
13. The contractor may have access to sensitive and proprietary organization data, and/or personal client/customer data, and an essential duty is the maintenance of strict confidentiality of such information in accordance with Taos Arts Council policies, and federal/state/local laws and regulations (e.g., HIPAA, FACTA, etc.).

### **QUALIFICATIONS**

- At least two (3) years professional experience in a combination of at least some of the following areas:
  - Program coordination and/or managing the logistics for training programs and/or events with a proven ability to hold the big picture for multiple projects while managing details in a mission-driven organization, preferably in the arts sector.
  - Experience, education and/or deep interest in arts administration, economic development, economic justice, and/or public/private partnerships.
  - Experience managing budgets and maintaining detailed and proper records for all program-related expenses.
  - Experience writing and producing summary reports of programs, and presenting program results to organizational leaders.

- Excellent verbal and written communication skills with an interest in storytelling and/or case-making. Must submit one (1) writing sample in addition to a cover letter.
- A positive attitude and an earnest interest in providing quality customer service to community members, stakeholders, and partners.
- Ability to work autonomously, while also maintaining a commitment to teamwork, transparency, collaboration, and trust is essential.
- Demonstrated ability to coordinate across geographies, cultures, perspectives, with a commitment to collective impact.
- Entrepreneurial and curious attitude, self-motivated to learn and succeed, and committed to meeting deadlines.
- Strong organizational skills and the ability to handle multiple projects.
- Advanced Personal Computer skills including Microsoft Office (Outlook, Word, Excel, PowerPoint), Internet research experience, cloud document sharing, video conferencing, complex calendaring, listservs and similar communications tools, and basic PC troubleshooting.

### **EDUCATION AND EXPERIENCE:**

#### ***Preferred:***

- Related training or educational experience
- Previous Program Administration experience.

### **LANGUAGE REQUIREMENTS:**

#### ***Required:***

Fluency in English

#### ***Preferred:***

Bi-lingual (English/Spanish)

### **CERTIFICATION, LICENSES AND REGISTRATIONS:**

- Must have and maintain a current, valid State of New Mexico driver's license, insurance and reliable form of transportation.

### **TOOLS AND EQUIPMENT USED:**

The contractor must be knowledgeable and skilled in the safe use and maintenance of the following tools and equipment:

- Standard office equipment, including a personal computer (computer must be supplied by the contractor)

### **WORKING CONDITIONS & CONTRACT RATE**

- This is a contract position budgeted for approximately 20 hours per week on average for up to 23 weeks beginning January 22, 2024 at a rate of \$25/hr inclusive of all tax and GRT. Ideally this contract work will take place during core business hours (10:00 am – 4:00 pm MT), though weekend work during the three Creative Entrepreneurship Workshop weekends will be required. The contract will expire on June 30, 2024.
- This position is located in Taos County, New Mexico and requires the contractor to be present throughout the duration of the contract, though they may work at a work site of their choosing.
- Local travel throughout Taos County will be required.

### **CULTURAL EQUITY COMPETENCIES**

- Taos Arts Council acknowledges the existence of systemic and structural biases and believes it is necessary to be strategic and intentional in pursuing cultural equity in all aspects of governance, operations, and programming. As contractor, you will be expected to support the values and practices of the Taos Arts Council:
  - Support adoption of best practices to create a more diverse, equitable, and inclusive work experience for colleagues and external partners.
  - Strive to consider the people, places, and cultures that might be missing from your project work and look for opportunities to increase inclusivity in all the work you do.
  - Support the mission and vision of the Taos Arts Council and Taos County in all interactions with colleagues, members, and stakeholders.
  - Pursue substantive learning to achieve greater cultural consciousness and/or other professional development opportunities.

**TO APPLY:**

Please submit a cover letter, resume and a 1-page writing sample to [jessica.stern@taoscountynm.gov](mailto:jessica.stern@taoscountynm.gov) no later than Friday, December 29, 2023 at 5:00 p.m. MST. Initial interviews will take place between January 2-12. This contract position is slated to begin no later than January 22, 2024.