

Hyde Park Art Center
Public Programs Coordinator
Reports to: Deputy Director

Hyde Park Art Center seeks a part-time Public Programs Coordinator to work with the Deputy Director and team to manage, implement, market, and evaluate a wide variety of public programming for the Art Center. The Public Programs Coordinator will collaborate with departments to produce programming and strengthen community dialogue through critical discussion of issues at the intersection of arts and current events. Hyde Park Art Center is a leading visual art institution that uniquely combines the qualities of a community-based organization with those of a nationally-recognized exhibitions program and international residency program.

Public Programs: This position will be a critical participant in the development of our public program identity. Public programs include exhibition receptions, artist talks, community art-making, and other experiences that encourage participation among the general public, artists and the arts community.

Responsibilities:

- Coordinate, manage, and implement select Public Programs
- Establish and maintain community partnerships.
- Work with Deputy Director and team to develop and sustain a vision of public programming based on the Art Center's mission, strategic plan, and Creative Citizenship ethos.
- Collaborate with internal departments, including exhibitions, residency, and education.
- Ensure event logistics such as audio, visual, and layout needs are met.
- Develop and maintain metrics for program success.
- Support marketing team to develop and deliver marketing and event collateral
- Ensure timely payments for guests, speakers, and contractors, as needed.

Hyde Park Art Center's Public Programs Coordinator will report to the Deputy Director, work within the Marketing & Communications Team, and collaborate with all departments. This part-time position will work onsite and in the building during public program events and for appropriate meetings. The ideal candidate will have a strong desire to learn and grow with the organization. Ideally, s/he/they have:

- Experience working with artists;
- Interest in social practice, art and social interaction, and social justice practice as it relates to community projects;
- Strong organizational, research, communication, writing, and editing skills along with critical thinking skills, especially the ability to measure and analyze the impact of performance of programs;
- The ability to work as part of a team in a unique, fast-paced, and dynamic environment;
- A broader understanding of, and commitment to, the development and support of Chicago artists;
- Ability to see the big picture while managing the day-to-day;
- Experience or interest in working closely with POC communities;
- Position requires familiarity with Adobe Suite; Extreme working knowledge of Google Drive, Google Forms, Google Calendars, Microsoft Office

Organizational Culture:

Hyde Park Art Center aims to promote and develop a culture within its staff that reflects the values and core principles of equity, inclusion, and access. We understand that these have become buzzwords but we believe deeply in the responsibility we have to change the inequitable landscape of the arts, and we're committed to the hard work it takes to make it better. We believe in intentional risk-taking and experimentation for good and thoughtful reasons, and work collaboratively with one another to ensure alignment and dynamism throughout all we do.

Compensation and Benefits:

The Public Programs Coordinator is a part-time (20-24 hours per week), salaried position, with salary

in the mid-\$20,000. The schedule may include weekday and weekend hours, and is flexible to meet the person's needs and program goals. Benefits include vacation time.

To apply please send cover letter, and resume to Daniel Urbina-McCarthy, Deputy Director, at durbin.mcc@hydeparkart.org. Deadline is August 21, 2019. No applicant for employment with Hyde Park Art Center shall be subjected to discrimination because of race, color, sex, national origin, religion, disability, and age, reprisal for engaging in anti-discrimination activities, sexual orientation, or parental status.