

JOB DESCRIPTION

JOB TITLE: ArtMakers' Place Studio Coordinator

ASSIGNMENT: Wyandot Center

FUNCTIONS: This position manages and facilitates ArtMakers' Place activities, exploring and creating funding opportunities and promoting strong relationships in the art community. This position reports to the Service Coordinator of Wyandot Center.

JOB LOCATION(S):

- This position will be based at ArtMakers' Place studio.
- Work at other Center locations or at various community sites may be required to meet the business needs of the mental health center.

ESSENTIAL JOB FUNCTIONS:

- Coordinate/Organize schedules of activities of ArtMaker's Place including but not limited to therapeutic groups, exhibits and other special events
- Write and develop grants to seek additional funding opportunities
- Plan and oversee fundraising events and other events to promote community partnerships and awareness of mental health issues
- Manage art supplies including ordering of additional supplies as needed
- Participates in expanding and developing current programming
- Facilitates psychosocial/therapy led art groups to promote overall mental health wellness and recovery
- Manages oversight of marketing including social media, websites, etc.

OTHER JOB FUNCTIONS:

- Complies with all relevant Wyandot Center policies and procedures.
- Completes required initial and on-going trainings to comply with state licensure
- Completes documentation in an Electronic Medical Record within a timely manner
- Performs other related duties as deemed appropriate by the immediate supervisor or designate.

MINIMUM QUALIFICATIONS:

- Possess a bachelor's degree from an accredited institution; preferably from a social services field or BFA.
- Experience in the arts community
- Experience working with persons diagnosed with a mental illness
- Able to communicate effectively both orally and in writing
- Be able to work independently and exhibit strong organizational skills
- Models and inspires flexibility, creativity and enthusiasm in working with consumers and developing programming
- Proficient in Microsoft Office
- Preferred familiarity with design programs (i.e. InDesign, Photoshop, Adobe Creative Suite)
- Ability to establish effective working relationships with Wyandot Center staff and community agencies
- Ability to recognize and be sensitive to cultural and ethnic differences
- Awareness around art as a healing tool and a need in social services fields

- Must be able to safely perform the essential job functions with or without reasonable accommodations
- Clearance through the Kansas Child Abuse/Neglect Register and criminal background check.