

Folk Arts Coordinator

The ARTS Council of the Southern Finger Lakes

- Full time position – 37.5 hours/week (additional hours will be require for events and special projects)
- Salary commensurate with experience and includes a benefits package

Qualifications:

- A Master’s Degree in folklore or a related field is required
- Significant and verifiable academic training in Folklore or related field (transcripts may be requested)
- Demonstrable public event planning and implementation experience, preferably in the arts
- Proficiency with MS Office applications

Position Description:

The Folk Arts Coordinator will develop, with the Executive Director and other staff, a work plan for each fiscal year, including but not limited to:

1. Folk Arts – 80% (30 hours per week)
 - Conduct ongoing field research and documentation of regional folk practitioners
 - Organize a minimum of four (4) significant public program each year, that highlight diverse traditions and multiple forms of folk art, including but not limited to:
 - ✓ Annual Old Time Fiddlers’ Gathering (June)
 - ✓ At least one (1) exhibition/event at The Gallery @ The ARTS Council
 - ✓ At least one (1) exhibition/event in collaboration with a Cultural Partner
 - ✓ At least one (1) exhibition/event focusing on minority, ethnic and/or underserved populations
 - Directly assist individual folk artists with promotion and marketing, initiating apprenticeships, identification of funding sources, and other issues as requested
 - Maintain The ARTS Council’s Folk Arts archives
 - Assist with identifying and securing funding from private and public sources to fund folk arts programming
 - Work with the other staff of The ARTS Council to integrate Folk Arts into the organization’s other programs and services
2. General Duties – 20% (7.5 hours per week)
 - Assist in the office with answering telephones, gallery coverage and sales, special projects, and special events as needed
 - Assist member artists and community arts groups as required
 - Provide services to The ARTS Council’s Cultural Partners as required
 - Assist with organization grant writing efforts
 - Assist other staff members as necessary
 - Assist with fund development activities as requested
 - Attendance at organization events
 - Other duties as assigned by the Executive Director