



## Job Post

### Art Center Fellowship 2024 (1-year)

**Art Center of the Bluegrass:** Founded in 2003, the Art Center of the Bluegrass is the creative hub for the southern Bluegrass region of Kentucky, with rotating exhibits and a wide range of educational programs and events for children and adults. The Art Center encompasses, GLASS National Art Museum, the Art Studio, Murrini Café, Fern Curated Gifts, artist studios, exhibit spaces, a ceramics studio, a culinary classroom, and outreach programs.

**Mission:** The Art Center of the Bluegrass connects people to art, culture, and creativity.

**Vision:** To inspire creative exploration and experiences.

**Core Values:** Include, Innovate, Inspire, Create, Explore, Connect

**Diversity & Inclusion:** No matter who you are or where you come from, you are welcome at the Art Center of the Bluegrass. We embrace individuality, support human growth, and encourage everyone's points of view.

**Job summary:** Under general direction of the Associate Director, the Fellow will gain experience in multiple areas of nonprofit arts administration and communication, including social media, communications projects, visitor engagement, gallery sales, research, project coordination, and other related experiences. **This is a full-time, non-exempt position that will last one year with the possibility of a second year.**

**Start Date:** Early June 2024

**Requirements:** Newly graduated person with a bachelor's degree or higher.

The confidence to communicate and collaborate with a wide range of people is essential. You will also have excellent customer service skills, and an interest in and commitment to the Art Center's vision and values.

You will write clear and accurate communication, have a strong attention to detail and a methodical approach in all that you do.

**Physical Requirements:** Regularly operate a computer and other office equipment. Occasionally move about the workspace. Attend meetings in various locations in the building and outside of the building. Communicate or exchange information with co-workers and other individuals in person or electronically. Drive a car and possibly lift 10+ pounds.

**Benefits:** Onsite furnished apartment (all costs covered, including utilities & internet) & \$25,000 annually. Paid Time Off. 20% discount.

**Schedule:**

Tuesday – Saturday: 10:15am – 6:45pm

## ***Principle Responsibilities***

### **Marketing & Communications**

- With Communications Director, help implement annual communications plan.
- Support fundraising campaigns & donor events, including processing, & recognition.
- Maintain email lists.
- Add/delete information on community calendars.
- Provide content to CVB, City of Danville, Kentucky Tourism etc...
- Website: provide updated information to web designer.
- Help build Art Center audiences.
- Manage sponsor recognition & benefits.

### **Social Media**

- With Communications Director, create monthly social media calendar.
- Create content for various social media sites for Art Center of the Bluegrass, GLASS National Art Museum, Fern Curated Gifts, & Murrini Café.

### **GLASS National Art Museum**

- Visitor Engagement, welcome museum visitors & talk with them about Stephen Rolfe Powell, the museum, and the Art Center programs.
- Manage attendance system.
- Work with Museum Director on exhibits.

### **Graphic Design**

- Work on some graphic design projects (based on knowledge & skills.)
- Organize printed materials.

### **Other**

- General marketing/development duties as assigned by Development/Communications Director.
- General museum duties as assigned by Museum Director.
- Be present at some openings and various events.

***Disclaimer:*** This job description is only a summary of the typical functions of the job, not a comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job.

**Send resume and cover letter to [laura@artcenterky.org](mailto:laura@artcenterky.org)**

**Interviews begin Late February/ Early March 2024**