



# Muse 360 Arts Program Coordinator

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847 N Howard St. Baltimore, MD 21201 | [www.muse360.org](http://www.muse360.org) | 443.972.0070

**20 Hours Per Week // Estimated Start September 2021**

**Salary Based On Experience**

**Hybrid // Virtual + In-Person**

Founded in 2004 **Muse 360 Arts** is a non-profit that provides youth ages 3-21 and their families access to affordable and high-quality arts-focused programming and experiences. We deeply believe that learning is centered in the process of inquiry, self-discovery, and creative expression. With these tenets in mind we offer our youth the environment and the tools they need to take risks, think critically, and work creatively within and across disciplines in each of our three programs: **Rayn Fall Dance Studio, New Generation Scholars, and Spark of Genius.**

Each of these programs is rooted in instilling the core values of artistic excellence, civic engagement, and creative entrepreneurship through the use of an African-diasporic-focused curriculum. This method allows our students and scholars to develop a sense of self and a greater understanding of their history as they grow and develop themselves in the areas of literary, visual, performing arts, critical thinking, and leadership.

As a member of the **Muse 360 Arts** team, you will be provided the space to be yourself, learn, and grow as an arts professional and creative. Know that we always want to see you win and are committed to your success, in and outside of the office.

## What We Need

- OVERCOMMUNICATOR
- Willingness to learn and be hands-on
- Able to work independently and consistently
- Strategic, creative, and community-minded
- An organizational wizard who is able to work on multiple projects simultaneously
- Understand the challenges of systematic impacts of racism on Black and African-Descended people
- Commitment to creating a culture of accountability, respect, and reciprocity
- Straight-forward communicator - detailed oriented and doesn't mess around with deadlines
- Out of the box thinker - willing to be imaginative and futuristic in your approach
- Demonstrated self-starter, comfortable setting priorities and goals
- Based in Baltimore, has knowledge of the artistic and community landscape

## What You'll Do

### *Project Management*

- Support Executive Director in management, coordination, planning, bookkeeping, grant writing and logistical support of the **Rayn Fall Dance Studio**, **New Generation Scholars**, and **Spark of Genius** programs
- Write and update program and event descriptions for both online and print publication - including managing and monitoring the organization's website and monthly newsletter
- Monitor the organization's inbox and calendar, as needed
- Manage the recruitment of contractual staff, vendors, guest artists, and teachers
- Conduct program evaluations including developing pre and post surveys

### *Resource Management*

- Maintain Muse 360 Arts office and studio spaces, inventory, ensuring a welcoming, inspiring, and motivational environment for our students, scholars, and staff.
- Collaboratively develop and grow Muse 360 Arts creative and educational resources - including research, ideation, and creation of new resources, policies, opportunities, and best practices that can support the organization's continued growth both locally and nationally

### ***Creative Team Player***

- Contribute to the creative and strategic direction of Muse 360 Arts and its programs as an active and collaborative thought partner and member of the Muse 360 Arts team and staff
- Support Executive Director in activating strategic partnerships and initiatives
- Other duties as assigned

### **Your Knowledge, Skills, and Abilities**

- Cultural competency and self-awareness
- Excellent written, oral, and visual communication skills
- Proficiency with Asana, Gsuite, Eventbrite and Customer Relationship Management
- Strong business acumen and familiarity with creative entrepreneurship
- Impeccable organizational and time management
- Ability to manage multiple projects simultaneously

### **Minimum Qualifications**

- Education: Bachelor's degree or equivalent experience
- Experience: 2-3 years professional experience working with Baltimore City youth, creatives, entrepreneurs, and/or community organizations
- Love for working with youth, knowledge of Baltimore City its creative community, and a commitment to knowledge and study of the African Diaspora

### **How To Apply**

- Please send a resume and a one-page cover letter in a combined PDF to [info@muse360.org](mailto:info@muse360.org) with the subject line "YOUR NAME - MUSE 360 ARTS PROGRAM COORDINATOR APPLICATION"

- Considering our programs are rooted in the study of the African Diaspora and radical thought please include in your cover letter why you would be a good addition to this program **AND** who or what has been foundational to your personal politic or ideology (this could be a book, person, film, etc).

### **Conditions of Employment**

- Travel , Work occasional evenings and weekends

### **Physical Demands**

- While performing the duties of job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk or hear. The employee must occasionally lift up to (amt) pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. (may be adjusted depending on position)

### **Work Environment**

- While performing the duties of the job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually (minimal, moderate, or high).

### **Required Training**

- Handbook Orientation, Restorative Response, Others as needed