



37 Sudden St., Watsonville, CA 95076
Phone: (831) 722-3062 - pvarts.org
Gallery Hours: Wednesday – Sunday 11am-4pm

Executive Director: Valéria Miranda
Office Manager: Brianna Flores
Exhibition Coordinator: Hedwig M. Heerschop
Gallery Coordinator: Bianca Jimenez Gutierrez

PROGRAM COORDINATOR

Job Description

Position Overview: The Program Coordinator is responsible for PVA’s programs and events, including classes, exhibition-related, and K-16 activities, marketing, and volunteer coordination under the supervision of the Executive Director. This part-time (20 hours per week) at-will on-site position is paid hourly, and includes PTO/Holidays. It does not include medical/dental benefits. The Program Coordinator must be available to work occasional weekends and evenings.

This position requires an individual who is especially detail-oriented and has strong organizational skills. It requires an individual who is skilled at program development and planning and at producing event announcements and other marketing materials. The selected candidate should be comfortable with identifying and pursuing creative problem solving, as well as have the ability to effectively write and communicate in a concise manner to a variety of stakeholders.

Position Responsibilities:

K-16 Programs:

- Planning, scheduling, marketing, and administration of educational programs and volunteers.
- Develop and maintain relationships with PVUSD and education community at large

Exhibition-related programs:

- Planning, scheduling, marketing, and administration of exhibition-related programs such as artists talks and education areas.

Art Classes:

- Selection, schedule, and oversight of art instructors
- Planning, scheduling, marketing and administration of adult and children’s classes

REQUIREMENTS:

Two or more years work experience which demonstrates:

- Teaching experience with all ages
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- Strong written and oral communication skills. Bilingual English/Spanish preferred.
- Strong public speaking skills.
- Professional, transparent, and high integrity leadership.
- Demonstrated commitment to equity and the advancement of historically underserved communities; experience working in low income and/or Spanish speaking communities is preferred.
- Ability to honor and celebrate diverse forms of arts, culture, and creative expression
- Ability to effectively communicate the organization’s mission to the overall community.
- Demonstrated ability to collaborate with staff and volunteers.
- Solid organizational abilities, including planning, delegating, program management and task facilitation.
- Strong work ethic with a high degree of energy.

- Proficiency in Microsoft Office, database management, and social media
- Competency in Adobe Creative Suite and Canva is preferred.
- Bachelor's degree or equivalent experience

Wages: \$22-\$25 hourly

PVA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.