

TITLE: Artist Development and Social Impact Coordinator

REPORTS: Chief Executive Officer

CLASSIFICATION: Full Time, Non-Exempt

Objective: Assists International Folk Art Market (IFAM) operations as related to artist database maintenance, recruitment, selection, communication, logistics, transportation, and coordination with artists (as well as related volunteers, contractors and staff). The Coordinator plays a key role in operations at the International Folk Art Market | Santa Fe and related artist-specific activities at the IFAM Center and/or additional venues such as the Dallas Market Center (DMC). Corresponds and addresses issues related to artists/participants.

The Coordinator also assists with implementation of educational training for IFAM Santa Fe artists/participants as part of the Mentor to Market Artist Education Programs.

DUTIES/RESPONSIBILITIES:

- Oversees day-to-day artist related logistics and correspondence including issues related to artists participation, visas, art shipments, and Market- and DMC-specific details.
- Coordinates Artist Education programs, partnerships, and initiatives and communications with peer mentors, presenters, and facilitators.
- Tracks social impact metrics related to IFAM participation.
- Assesses and implements Artist database changes/edits/improvements.
- Assists artist Selection and Placement Committees in the annual application process and manages day-to-day use of the online artist application portal during the application period.
- Assists in budget preparation and administration for Artist Development and Social Impact programs.
- Participates in, and supports, Board Committees related to Artist Development and Social Impact issues.
- Provides additional support for other partnership opportunities for folk artists.

QUALIFICATIONS: Bachelor's Degree, preferably in art or a related field (or equivalent work experience). Competency and fluency with computer technology, internet, and email required. International relations and arts organization experience, foreign language, and social media skills are desirable.

CHARACTERISTICS:

- Ability to work in a self-directed manner with minimal supervision.
- Effective time management and problem solving.
- Detail-oriented, strives for accuracy while balancing the need to meet deadlines.
- Pro-active and excellent communicator, both verbally and in writing.
- Professional and friendly demeanor; ability to foster teamwork; graceful under pressure.

SUPERVISORY RESPONSIBILITIES:

- Not responsible for hiring and evaluation.

PHYSICAL and OTHER REQUIREMENTS:

- Ability to sit and/or stand for sustained periods of time.
- Repetitive motion – substantial movements of the wrists, hands and fingers.
- Close visual acuity to perform an activity such as preparing and analyzing data and figures, and viewing a computer terminal.
- Ability to convey and receive detailed or important spoken information to and from others accurately.
- Walking – moving about on foot to accomplish tasks, particularly moving from one work site to another during markets.
- Ability to occasionally lift up to 30 pounds.
- Exposure to both indoor and outdoor environments.

WORK ENVIRONMENT / DYNAMICS: This position takes place in a fast-paced environment, especially during the two months prior to and during production of the annual Santa Fe market. The incumbent should be prepared to be on-call during this period and immediately following. Work assignments may change depending upon unforeseen and unpredictable developments including changes in market structure and systems, new technologies and world events. A high degree of personal flexibility is required and expected, as is a high degree of maintaining confidentiality, personal integrity and trustworthiness.