

**APPLY IN PERSON AT:**

909 Packerland Drive  
Green Bay, WI 54303

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>



**OR MAIL TO:**

P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

A good mind. A good heart. A strong fire.

**FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY**

**POSITION TITLE:** Arts Coordinator  
**POSITION NUMBER:** 00802  
**DEPARTMENT:** Arts  
**LOCATION:** 2514 W Mason St Green Bay, WI  
**DIVISION:** Governmental  
**RESPONSIBLE TO:** Arts Program Manager  
**SALARY:** E03 \$34,753/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** December 3, 2018  
**CLOSING DATE:** December 10, 2018  
**Transfer Deadline:** December 10, 2018  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

**POSITION SUMMARY**

Under direct supervision of the Arts Program Director, assist the Director in the overall development and operations of the Arts Department with specific responsibility for the implementation of Arts programming including the hiring and supervising of artists and instructors. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Assist in developing a calendar of regularly scheduled and appropriately structured arts activities and programs that meet the needs of Oneida Tribal members.
  - a. Assist in developing, implementing, and evaluating policies for arts programming.
  - b. Assist in developing and implementing customer service initiatives to ensure world-class customer service.
  - c. Develop surveys tools to measure customer satisfaction and programming trends.
2. Provide support services by being a resource to clients including artists, arts organizations, and community members interested in the arts.
3. Assist in identifying and pursuing external funding opportunities through grants, sponsorships, advertisements, and earned income.
  - a. Assist in creating and monitoring budgets for arts programming, working towards increasing revenues while decreasing expenses.
  - b. Maintain accurate financial and programming records of project in Arts Program spreadsheets and database.
  - c. Provide accurate reporting of projects and programs, including financials, attendances, levels of satisfaction and photographic documentation.
4. Network with other tribal and non-tribal organizations and programs for developing our programming, identifying collaboration opportunities.
5. Perform own administrative tasks including contract negotiations, purchase orders, invoice sign-off, supply advances, cash boxes, typing, filing and answering telephones.
6. Coordinate and supervise interns, apprentices, and modified duty workers in arts programs.
7. Design and coordinate arts instruction, services and programs in contemporary and traditional areas of visual arts, music, theatre, dance, and creative writing that are accessible and appropriate for tribal members of all ages.
  - a. Coordinate the Apprenticeship Program, including selecting artists, contracting with artists, recruiting, hiring and supervising interns, and logistics.
  - b. Research, interview, hire, train, supervise and evaluate artists and consultants working in the programs.
  - c. Work with individual artists in developing their professional career.
  - d. Maintain a listing of Oneida/Iroquois and other artists.
8. Work with other staff to ensure effective promotions of activities.

## JOB DESCRIPTION

### Arts Coordinator

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

9. Manage and evaluate the Dollars for Arts Program that includes soliciting applications, consulting with applicants, recruiting panel, coordinating panel meeting and producing annual reports.
10. Work with Dollar for Arts Program grantees in completing their projects and final reports.
11. Write grant proposal and final report for the Dollars for Arts Program.
12. Maintain a current list of art supplies and equipment.
  - a. Organize and maintain equipment and supplies for easy access and safe use.
  - b. Assist other departments and programs by make available equipment and supplies.
  - c. Purchase and maintain a stock of art supplies for classes and projects.
13. Contribute to a team effort and accomplish related results as required.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, stand, stoop, kneel, crouch, and crawl. Occasionally carry/lift up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. Must be able to work nights, weekends and holidays as needed/required.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge and experience working with a personal computer and knowledge of Quark, Microsoft Office, Lotus Notes.
2. Knowledge of effective teaching methods, educational psychology, the cognitive and physiological development of children and adults.
3. Knowledge of Oneida culture and heritage is required to integrate into programming activities.
4. Knowledge, experience and background necessary to hire and supervise consultants and instructors for classes, workshops and other Arts related programming.
5. Skill in using computers to integrate computerization into the development of the Arts Program.
6. Skill in interpersonal relations.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Ability and willingness to complete Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
9. Ability to think and act across and beyond conventional boundaries.
10. Ability to be detail-oriented.
11. Ability to be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy, maturity, and patience.
12. Ability and willingness to obtain additional education and training.
13. Ability to manage numerous tasks and project while maintaining positive attitude and cool demeanor.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
18. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

## **JOB DESCRIPTION**

**Arts Coordinator**

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### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Knowledge and experience writing grants and contracts.

### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Bachelor's degree in Art Education or closely related field with experience coordinating an arts program to include curriculum development, supervisory experience and experience in effective budget management; and/or equivalent combination of education and experience may be considered.

### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**