



Programming and Communications Coordinator *OXY ARTS*

POSITION SUMMARY

Oxy Arts is a multidisciplinary arts programming space and initiative that engages the Los Angeles and Oxy community in socially conscious discourse around contemporary arts practices. Under the supervision of the Director of Oxy Arts, the Coordinator will assist in the production of Oxy Arts projects and programming community and campus wide. The range of events may include performances, workshops, gallery installations, screenings, panels and lectures, as well as other forms of cross-departmental activities and events across the five arts departments (Art & Art History, Media Arts and Culture, Music, and Theater). The Programming and Communications Coordinator position is 30 hours a week, 12 months a year.

This position is represented by SEIU.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

The successful candidate will provide administrative and creative support to Oxy Arts. The individual will serve as the point person for the coordinated marketing of Oxy Arts.

This support will include:

- working with the Oxy Arts Director, Production Manager, Education Manager, and the Coordinator of Community Programs to plan and execute programs, events, residencies, outreach and publicity for the York Blvd Oxy Arts space
- drafting language for event descriptions
- development of arts press and event invitations lists
- design of web and print based promotion and advertising
- maintenance of web pages and social media outlets
- growing the organizations social media presence
- management of the Oxy Arts Weekly Newsletter
- event coordination in collaboration with Oxy Arts team
- coordinating the Oxy Arts student workers, including assigning tasks, overseeing their work and ensuring that their experience is seamless and organized
- maintaining communication with all artists and presenters
- coordinating all payments to artists and presenters in collaboration with the College's accounting department

- arranging for documentation, video, still and general coverage of all events and programs
- regular management of the online calendar
- coordinating cross-messaging with College and local social media outlets
- assist the Oxy Arts Director with donor development efforts
- generally taking part in the organizations vision, mission and ethos

QUALIFICATIONS

- A minimum of 1-2 years of experience in working in an arts or cultural setting.
- Requires an undergraduate degree.
- Self-motivated with strong organizational skills, including the ability to set priorities and meet deadlines.
- Excellent communication, problem solving, and research skills.
- Experience with arts promotion via email, social media, newsletters.
- Must be able to work flexible hours that may include evenings and weekends.
- Event planning skills highly desirable.
- Must receive Oxy IT training to administer Oxy Arts website.
- Graphic Design skills, including proficiency with Photoshop, and experience producing print and digital material highly desirable.
- Candidate must be capable of performing light physical labor.
- Strong commitment to equity, diversity and inclusion in every aspect of this position.
- Knowledge of, and relationships with, local arts organizations a plus.
- Proficiency in Spanish a plus.

COMMITMENT TO DIVERSITY AND INCLUSION

Commitment to Diversity and Inclusion

- Oxy Arts is committed to building a creative and innovative arts community and culture that celebrates diversity and individuality, and treats everyone with fairness and respect.
- Oxy Arts does not discriminate in practices or employment opportunities on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, gender identity, sexual orientation, marital status, veteran status, or disability.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu. All applications should be sent with subject line indicating "Programming and Communications Coordinator".

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.