Art District Coordinator

Denver’s Art District on Santa Fe (DADSF) seeks a part-time Art District Coordinator. This position will be compensated at a rate of $20 per hour and will work 20 hours per week, Monday through Friday. Work schedule may vary based on project needs and some evening and weekend work is required.

The DADSF Coordinator is responsible for managing day-to-day business and communications on behalf of the District and serves as the initial point of contact for the public to DADSF. The Coordinator acts at the direction of the DADSF Board of Directors and is expected to maintain good communication with DADSF’s Board President and other Board members, as needed.

Primary Responsibilities

- The Art District Coordinator is responsible for daily operations of the Art District on Santa Fe office including management of office and Art District members.
- Coordinate frequently with ADSF President/Manager on work progress and strategy
- Attend all ADSF and Santa Fe Business Improvement District Board monthly meetings
- Secure quarterly member meeting location, assist with agenda development and member communications; attend and staff meetings. (This includes virtually)
- Manage membership software
- Provide ADSF onboarding and regular communications with all Members of the Art District.
- Monitor ADSF social media, news alerts and any public relations notifications; respond as needed
- Assist Social Media Consultant in creating content for newsletter, social media and website using consistent tone and style
- Responsible for regular website/social media updates (i.e. event updates, membership updates, photos, etc.)
- Upload videos and content to virtual events such as Virtual First Friday/Virtual Third Friday each month
- Conduct grant research and potential sponsors for ADSF.
- Assist with yearly fundraiser event preparation and auction item sourcing.
- Work on special projects and events and perform other duties as assigned.

Required Experience:

- Two years relevant work experience, preferably in a nonprofit setting.
Required Knowledge, Skills, & Abilities:

- Commitment to fulfilling the mission of DADSF and to positively represent the District and DADSF brand internally and externally.
- Proficient with Microsoft Office (Word, Excel, Outlook, Access, and PowerPoint) and database software.
- Proficient with Google Docs software and Google Drive.
- Excellent writing, proofreading, and communication skills.
- Strong work ethic, including organizational, multitasking, and time management skills.
- Capable of independent work and ability to be self-directed.

Preferred Knowledge, Skills, and Abilities:

- Grant writing experience
- Experience using Squarespace and MailChimp

Equal Opportunity Employer:

Denver’s Art District on Santa Fe is an equal opportunity employer. We value diversity and inclusivity and are always looking to diversity our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply.

To Apply:

Submit resume and cover letter to shaina@denversartdistrict.org by September 16, 2020.

Please no phone calls, or in-person inquiries.