

CITY OF MARQUETTE

Job Description

POSITION TITLE:	Arts/Senior Services Coordinator
REPORTS TO:	Community Services Assistant Director
EFFECTIVE DATE:	October 15, 2018
JOB CLASS CODE:	Non-Exempt/City Hall Bargaining Unit

POSITION SUMMARY

Employee reports to the Community Services Assistant Director with work assigned directly by the Senior Services Manager and Arts and Culture Manager. Will work to create engaging content across all platforms to maximize public engagement in all programs and events in both the Senior Center and the Arts and Culture Center. Must be proficient in design software and social media platforms and will be responsible for the majority of design efforts in both centers. Must be available to work a flexible work schedule that may include occasional weekends or evenings. Employee performs ongoing duties independently according to established procedures and policies. Must exercise good judgment and integrate activities and planning with facility and staff schedules. Hours for this position will need to be flexible to work with events that may not fall within normal business hours.

ESSENTIAL DUTIES

An employee in this position maybe called upon to do any or all of the following:

- Assist with running programs and activities in the fields of health, fitness, arts, theater, financial management, education and leisure to meet the needs of Senior Center and Arts and Culture Center clientele.
- Plan and coordinates special events.
- Undertake daily administrative tasks to ensure the functionality and coordination of each divisions activities.
- Draft and publish the monthly Senior Center newsletter
- Coordinate and schedule Senior Center programs including Senior Arts, Senior Acting, Silver Sampler and various exercise classes.
- Assist with organizing various programs and events through the Arts and Culture Center.
- Provide assistance with grant applications as required by the Arts and Culture Manager and Senior Services Manager.
- Market various program and event opportunities in both the Senior Center and the Arts and Culture Center through a variety of media including Facebook, Instagram, the Marquette 365 community calendar, local newspaper and printed material.
- Perform payroll and accounts payable duties for Arts & Culture and the Senior Center and maintain payroll related reports.
- Draft the weekly reports for the Senior Center and Arts and Culture Center.

- Responsible for all facility scheduling in both locations.
- Create dynamic, written, graphic, and video content for the Community Services Department. May be asked to create content for broadcast on the City's public access channel.
- Prepare Public Service Announcements (PSAs) for Department Head approval and distribution. May assist with media requests and questions.
- Following City policy, monitors information on the Arts & Culture and Senior Center webpage and social media sites. Updates content as necessary.

NON-ESSENTIAL DUTIES

Performs other job duties and functions as assigned.

MATERIALS AND EQUIPMENT USED

- Standard computer software including Microsoft Office, data base and spreadsheet packages.
- Telephone/fax, standard duplicating equipment.
- Standard office equipment to perform clerical tasks.
- Photoshop and Illustrator software.

MINIMUM QUALIFICATIONS REQUIRED

- A bachelor's degree in communications, business administration, art and design, marketing or related field required.
- Minimum of one year of experience providing program assistance in the fields of recreation, arts and humanities, or aging services.
- Previous experience with grant writing for a non-profit preferred.
- Proficient in Microsoft Office 365 (specifically Word and Excel) and Adobe, Photoshop and Illustrator and other graphic design software.
- Typing of at least 45 wpm.
- Exceptional proofreading, editing, and copy writing skills.
- Excellent attention to detail and organization.
- Previous experience in social media marketing platforms, email blast software and Facebook page maintenance required.
- Knowledge of modern office procedures and practices.
- Skill in developing and maintaining effective working relationships with senior citizen groups, the general public and fellow employees.
- Skill in written and oral communications.
- Knowledge of basic accounting practices.
- Must have a valid Michigan Driver's License and personal vehicle to travel between division locations.

PHYSICAL DEMANDS

- Lifting 20 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs.
- Frequent sitting and walking.
- Occasional standing and driving.
- Must be capable of using hand(s)/feet for repetitive single grasping, fine manipulation, pushing, pulling and operating controls.
- Occasional bending, squatting, reaching and climbing.
- Ability to communicate orally in a clear manner.
- Ability to distinguish sounds at various frequencies and volumes.
- Ability to distinguish people or objects at varied distances under a variety of light conditions.
- Ability to withstand various noise levels in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job related responsibilities and tasks other than those stated on this job description.

Approved by:

Director of Community Services

Director of Administrative Services