



Acadiana Center
for the Arts

101 W. Vermilion St.
Lafayette, LA. 70501

P 337 233 7060
F 337 233 7062

Community Engagement and Grants Coordinator Advertisement

Acadiana Center for the Arts seeks to hire a part-time Community Engagement and Grants Coordinator to join our team. Applications are due through AcA's application portal by no later than December 8, 2024 at 11:59pm.

How to Apply: Applications must include a resume and cover letter, submitted through the online application portal, located [here](#).

About Us: Founded in 1975, Acadiana Center for the Arts ("AcA") is a community-supported regional arts council that fosters art and culture in South Louisiana. Rooted in a cultural community that has made its mark on the world through food, music, and art, AcA aims to ensure that this living culture flourishes for generations to come. AcA aims to bring equitable access to the arts through intensive residency work in schools and supports fair compensation of artists. On average, AcA serves over 300,000 people annually and provides fair compensation to 2,700 artists. AcA supports the creation of new works of art, exhibits, festivals, performances, and public art across an eight-parish region that includes Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion Parishes.

Equal Opportunity Employer: AcA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We strongly encourage applications from all qualified individuals, with particular emphasis on welcoming those from underrepresented groups, including but not limited to race, ethnicity, gender, sexual orientation, age, disability, and religion.

Position Description: See attached



Job Title: Community Engagement and Grants Coordinator

Reports To: Community Engagement and Grants Director

Direct reports: None

Position Overview

AcA is the Regional Arts Council for Region (RAC) 4 in Louisiana (Acadiana) and the central, organizing and convening hub of arts and culture in Acadiana. The Community Engagement and Grants Department supports the main functions of the RAC and the part-time Community Engagement and Grants Coordinator works to support the programming and administrative needs within the Department.

Focus Area 1: Grants and Program Administration

Success Statement: Community Engagement and Grants Coordinator seamlessly manages grant cycles through clear communication, effective support to applicants, coordinating workshop logistics, and maintaining accurate and accessible departmental records.

Performance Standard:

- A. Support Community Engagement and Grants Director in gathering and filing grant paperwork over the cycle of each grant program and maintaining the archives of these programs
- B. Communicate with artists, arts & culture organizations and the general public on an ongoing basis regarding current and upcoming grants, professional development opportunities, and other events
- C. Support grant recipients and prospective applicants with troubleshooting applications, reporting, and any other requirements
- D. Gather information from workshop facilitators and upload to ticketing system
- E. Manage departmental contact information

Focus Area 2: Workshop & Event Coordination

Success Statement: Participant evaluations confirm that AcA's continuing education and outreach programs are properly managed to ensure value is delivered and to meet the changing needs of artists, organizations, and the community.

Performance Standard:

- A. Assist with department activities and events (i.e. Creative Acadiana Workshops, information sessions, press conferences, Artist Round Ups, etc.)
- B. Set up technology to stream and record workshops as needed
- C. Communicate with Facilities and Cafe for event needs
- D. Support various Community Engagement and Grants programs as needed including being present for different aspects of departmental programming, as needed, including evenings, weekends, and holidays.



Focus Area 3: Workplace Relationships

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:

- A. Report to the Community Engagement and Grants Director
- B. Communicate effectively and collaboratively with AcA team members to support the success of Community Engagement and Grants Programs.
- C. Manage task flow with the Community Engagement and Grants Director and all AcA program directors that rely on support from the Community Engagement and Grants department.
- D. Work swiftly and reliably, serving as a highly responsive partner to many outside stakeholders.
- E. Participate in organization-wide team events usually on a monthly basis
- F. Assist with special projects, as appropriate.

Requirements/Qualifications

- 1-2 years of previous experience in non-profit administrative role is preferred
- Excellent written, verbal, and visual communication skills
- Cultural competency and ability to interact successfully with a variety of racially, ethnically, and economically diverse artists and cultural workers
- Superior organizational skills are required
- Ability to handle multiple projects simultaneously
- Ability to receive and understand direction, ask questions when appropriate, and manage time to work effectively and independently.
- Comfortable working in Mac OS environment, Google Suite, and with project management tools (Basecamp)
- Ability to work in an open office setting
- Flexibility to work evenings and weekends, as needed
- Ability to work well under time pressure
- Ability to receive feedback and change focus to meet deadlines.
- Must be a team player
- Proficiency in Spanish is a plus.

Physical Demands & Work Environment:

As a program coordinator, this position is office-based requiring some physical labor and occasional car-travel. Employees must occasionally lift and/or move up to 75 pounds, but in no case, lift over 110 pounds without assistance. Employees must have a valid driver's license and regular access to a vehicle. This information should not be construed as the position's exclusive standards. Performing other assigned duties is required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Employees are responsible for knowing and following all company policies and procedures and Federal, State, and Local governmental regulations including Environmental Health and Safety requirements while working and representing Acadiana Center for the Arts.



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Hours: 20-25 hours per week. This part-time position will have flexible working hours to be determined upon hire. Acadiana Center for the Arts main working hours are Monday to Friday, 9:00am to 5:00pm. Weekend and event work is required.