Job Title: Creative Center Coordinator

Job Summary: The Creative Center Coordinator leads the development and daily operations of the Cobalt Gallery, expanding it into a vibrant, community-based arts hub. This role combines program coordination, community engagement, and creative enterprise development to advance Flockworks' mission. The Coordinator manages exhibitions, events, workshops, and creative retail while cultivating partnerships, securing sponsorships, and supporting fundraising through auctions, rentals, and special events.

Working closely with the Communications and Outreach Director, Executive Director, and Board members, the Creative Center Coordinator helps shape Cobalt as a space for creativity, learning, and connection—bridging art, community, and sustainability.

Responsibilities & Duties:

- Gallery Operations
  - Oversee daily operations of the Cobalt Gallery, including scheduling, staffing, artist coordination, exhibitions, workshops, and community rentals.
  - Manage creative retail, event fees, and workshop registrations to build earned revenue streams.
  - Track all sales, sponsorships, and event income; maintain accurate reports for financial reconciliation and donor transparency.
  - Support or lead the development of sponsorship opportunities for shows and events.
  - Curate an inclusive, engaging, and well-maintained space that reflects Flockworks' community values and artistic vision.
  - Provide training, guidance, and feedback to staff and volunteers assisting with gallery operations.
- Programming & Artist Support
  - Plan and coordinate an annual schedule of exhibitions, workshops, and collaborative projects that engage diverse community groups.
  - Work with artists and partners on installations, events, and fundraising initiatives such as art or service auctions.
  - Support workshop development and creative education opportunities, ensuring inclusive access and quality participant experiences.
  - Assist with exhibition setup and takedown, event logistics, and material preparation.
- Community Engagement & Partnerships
  - Build and maintain partnerships with artists, local organizations, businesses, and donors to strengthen collaboration and financial sustainability.
  - Coordinate community events, fundraisers, and sponsorship campaigns that highlight local creativity and generate ongoing support for the gallery.
  - Develop and leverage a strong volunteer network to assist with exhibitions, special events, community outreach, and creative programming.
  - Collaborate with the Executive Director to collect impact data, participant feedback, and success stories that support grant applications and donor reporting.
  - Develop creative partnerships for shared use of space, such as rentals, pop-ups, or collaborations that expand the gallery's reach.
- Planning & Coordination
  - Participate in weekly administrative meetings to align gallery goals with Flockworks' broader mission and strategies.
  - Attend and contribute to Gallery Committee meetings to review programming, event outcomes, and partnership opportunities.
  - Maintain detailed calendars, records, and communications to ensure smooth coordination across all programs and activities.

Qualifications & Skills:

- Qualifications:
  - Experience in arts administration, community programming, or creative enterprise management.
  - Familiarity with sponsorship, donor engagement, or small-scale fundraising efforts.
  - Strong organizational and financial tracking skills with experience managing multiple projects and budgets.
  - Previous experience coordinating events, workshops, or exhibitions.
- Skills:
  - Strong relationship-builder with collaborative communication and outreach abilities.
  - Creative thinker comfortable blending artistic programming with community and business development.
  - Skilled at engaging and coordinating volunteers to support ongoing programming and events.
  - Proficient in digital tools for scheduling, reporting, and promotion.
  - Clear written and verbal communicator with attention to detail and documentation.
  - Committed to fostering an inclusive, welcoming, and artist-centered environment that reflects Flockworks' community values.

Reporting Structure:

- This position reports directly to the Executive Director.
- Works closely with the Community Outreach Director and other team members across programs.
- This position directly supervises the Cobalt Gallery Aide and supports cross-team coordination and communication.

Work Location & Type of Job: This position primarily works on-site at the gallery, overseeing daily operations, exhibitions, and visitor engagement. This role may also involve occasional off-site visits to artists' studios, community events, or partner locations. Some administrative tasks may be completed remotely. This position requires evening and/or weekend hours to support exhibition openings, special events, and community programs.

Work Environment and Physical Requirements: This position works primarily within a gallery setting, which includes exhibition spaces, offices, and storage areas. The position requires comfort working in environments that can range from quiet office settings to lively event spaces.

This role requires the ability to spend extended periods standing and walking and occasionally lifting and moving artwork or exhibition materials, sometimes weighing up to 25 pounds. Tasks may involve bending, reaching, and organizing storage areas. Effective communication in person and electronically is essential. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

Flockworks is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and applicants. All qualified individuals will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other characteristic protected by applicable law.

Position Structure & Benefits Eligibility: This position is designed as a part-time role; however, employees may hold multiple part-time positions within the organization to create a combined full-time schedule. When combined responsibilities meet or exceed the organization's full-time hourly threshold, the employee becomes eligible for full-time benefits.

Salary & Benefits:

- Part time non-exempt
- $27-35/Hour
- Robust PTO: 1 hour for every 10 hours worked
- 4% 401(k) match
- 10 paid holidays
- Opportunities for growth