

The mission of the Lotus Education and Arts Foundation is to create opportunities to experience, celebrate, and explore the diversity of the world's cultures, through music and the arts.

LOTUS EDUCATION & ARTS FOUNDATION

Stipend Position: Visual Arts Coordinator



The Lotus Visual Arts Coordinator has oversight of the planning committee that conceives and schedules workshops for specified arts activities. They work with the Outreach Director to build community partnerships, develop a visual arts annual program plan, and facilitate visual arts workshops and programming throughout the year. They lead and coordinate the Arts Village during the Festival, and they have oversight of ancillary programming. The Visual Arts Coordinator also plans and oversees visual arts workshops/experiences in the Lotus Firebay and provides support to Lotus Blossoms visual artist residencies.

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- **Part-time, ~5 hours/week (Feb – Nov); ~10+ hours/week in Aug & Sept**
 - **Includes some evenings and weekends**
 - **Compensation: \$3,000 - \$4,000/year, commensurate with experience**

Please review required qualifications and submit resumé and cover letter to HR@lotusfest.org. No phone calls, please. This position will be open until December 20, 2019, or until filled.

Duties may include, but are not limited to, the following:

- Administer yearly visual arts initiatives and develop a plan and outline for programming.
- Work with Lotus staff on initiative planning and execution.
- Chair Lotus Visual Arts Committee (Arts Village) and sit on Lotus Visual Arts Visioning Committee (advisory group) with Outreach Director.
- Plan and coordinate logistics of art activities at community events and partner programs.
- Work with Outreach Director along with community and university partners on planning collaborative programming.
- Assist with coordination of major projects with IU and Ivy Tech on a rotational basis.
- Serve as Arts Village manager, and plan, oversee, curate, and execute the associated logistics.
- Manage volunteers in collaboration with Volunteer Coordinator related to visual arts engagements for all Lotus programming.
- Provide support for Lotus in the Park Art Camp.
- Plan and assess visual arts programming and possibilities in the new Lotus Firebay venue.
- Plan exhibits in partnership with groups such as Ivy Tech John Waldron Arts Center, etc.
- Facilitate special projects and installations (e.g. murals, backdrops, projection installations during the Festival, etc.).
- Plan and coordinate Festival parades.
- Gather data for visual arts initiatives.
- Conduct program evaluation and data reporting.
- Execute logistics of Visual Artist residencies during Lotus Blossoms, Festival, and year-round opportunities.
- Work closely with Outreach Director and Development Director for grant reporting.
- Provide overview and outline/benchmarks for multi-year visual arts programming.

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The successful candidate will:

- Education (Bachelor's or in process) in a relevant field or equivalent professional experience; and community programming experience.
- Ability to work with the public, demonstrate enthusiasm to work with children and underserved populations, ability to connect with others from different backgrounds and cultures.
- Demonstrate proficiency with Microsoft Office, Google Docs, Excel, and project management systems (Asana), etc.
- Be deadline-driven, detail-oriented, and highly organized, with the ability to manage complex, multiple, and simultaneous projects. Teamwork is essential, as is the ability to take leadership initiative to complete projects independently. This includes having the ability to delegate.
- Have customer service experience in the arts or hospitality industries.
- Have an awareness of, and be sensitive to the cultural diversity and needs of underserved groups within the Bloomington community and beyond, to foster strong working relationships.
- Believe in the Lotus mission and have a love of world cultures, music, and the arts. An understanding of event production (and the ability to manage occasional heavy production demands) is equally important.

To apply for this position, please email the following application materials to HR@lotusfest.org:

- **Cover Letter (no longer than one page)**
- **Resumé**
- **List of three professional references with contact information**

Please submit all files in PDF format with your last name included in the file name. Applications will be reviewed on a rolling basis until the position is filled.

Learn more about Lotus at lotusfest.org