



## Job Description

**Job Title:** Fellowship Coordinator

**Employment Status:** Part Time, Non-Exempt

**Hours and Schedule:** 25 hours/week in person

**Reports to:** Director of Education and Public Programs

**Who we are:** With a mission to celebrate, nurture, and preserve Latinx arts and cultures, Arte Américas is the Central Valley's largest Latinx cultural arts center. Our exhibitions and programs are educational, family-friendly, and culturally specific; featuring local and international artists whose talents represent the diversity of cultural art forms of the Américas.

**What we do:** Arte serves the Central Valley's diverse communities and represents the varied cultures, traditions, and experiences of Latinx communities. Our audience is multi-generational—from families and grandparents to school-age children. Public education is a cornerstone of our work providing opportunities for educators, students and creative individuals to learn and experience the rich and evolving cultural traditions of Latinx communities. Arte is widely respected for its innovative programming and strong community partnerships.

### **Essential Functions, Duties, & Responsibilities:**

Working in cooperation with all staff, the Fellowship Coordinator is responsible for ensuring the success of Arte Américas Fellows in the following ways:

#### Program Support

- Collaborate with programs staff to promote and facilitate an undergraduate Fellowship program funded by the Institute of Museum and Library Services (IMLS)
- Assist in the evaluation of all Fellows as well as overall program
- Support the marketing efforts for our Fellowship program across State Center Community Colleges, Fresno State, and UC Merced
- Liaise with Fellows to make sure that expectations and schedules are clearly communicated
- Manage, schedule, and mentor undergraduate Fellows as they engage in project-based semester-long Fellowships

### **Qualifications:**

- Commitment to Arte Américas' mission and vision
- Ability to motivate and mentor young adults
- Bachelor's Degree in art or humanities related area of study or equivalent work experience of at least 3 years within community-based non-profit organizations that includes art and public engagement



- Strong skills and knowledge required in broad range of artistic practices
- Expertise and/or willingness to learn online systems survey software
- Must be detail-oriented, self-directed and prepared to work in a challenging and changing environment
- Strong communication skills – ability to interpret a variety of instructions and confidence to ask questions
- Ability to manage multiple time-sensitive projects simultaneously
- Ability to exercise sound judgment and maintain confidentiality
- Bilingual in oral and written English and Spanish
- Collections management experience is a plus

**Physical Demand & Conditions:**

- Frequent computer usage at workstation up to 8 hours daily
- Office environment primarily works indoors in well-lit, climate controlled office space
- Adjusted work schedule, overtime, and evening/weekends hours may be required in order to meet deadlines or work special events
- Occasional tight deadlines and pressure during events
- Mobility within the office
- Ability to walk, sit, stand, stoop, crouch, and climb stairs.
- Ability to lift and carry up to 15 pounds.
- Ability to drive own vehicle, as required to perform essential job functions
- Regular and consistent attendances

**Other Duties**

Please note this job description is not designed as a comprehensive listing of all duties and responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time based on Arte Américas' needs.

**Compensation**

Hourly Range: \$20 - \$28/hourly

This rate is based on the level of experience of the candidate. Arte Américas also offers competitive benefits including partially paid medical, vision, and dental coverage.

**Funding**

This is a grant funded position with two years of support from the Institute of Museum and Library Services (IMLS).

**ADA/FEHA:** Arte Américas will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act. If reasonable accommodation is needed to participate in the job application or interview process, or to perform essential job functions, please contact [lorena@arteamericas.org](mailto:lorena@arteamericas.org).



**EEO:** Arte Américas is an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs, without regard to any status or characteristic protected by local, state, or federal law, rules, or regulations. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**At-Will Employment:** I understand that my employment with the company is considered “at-will.” Neither the Company nor I am committed to continuing the employment relationship for any specific term. Either the Company or I may terminate the employment relationship at any time, with or without cause and with or without notice.

**To Apply:** Please send resume and cover letter to [lorena@arteamericas.org](mailto:lorena@arteamericas.org) with the subject line: Fellowship Coordinator