



AICHO

American Indian Community
Housing Organization

AMERICAN INDIAN COMMUNITY HOUSING ORGANIZATION

Position Title: Arts and Culture Coordinator

The Intergenerational Arts Coordinator will lead the coordination of events held in the Dr. Robert Powless Cultural Center and work in direct coordination with the Arts & Culture Director to support organizational work to create Indigenous art programming, support Indigenous artists of diverse disciplines including traditional arts, and work in partnership to build an Indigenous Arts Movement. The Arts & Culture Coordinator will be responsible for convening artist networking events and providing ongoing communications with the Indigenous artist network to share resources, opportunities, and relevant content. This role requires a deep understanding of Indigenous community historical and contemporary issues, cultural knowledge relevant to the Indigenous community, and an Indigenous approach to teamwork and work strategies. This position reports to the Arts & Culture Director.

Salary: \$23-25, depending upon qualifications and experience

Status: FTE, non-exempt

Benefits: A robust benefits package that includes health insurance, dental, life/disability insurance, and retirement

Position duties include-

Lead the Coordination of Events Held in the Dr. Robert Powless Cultural and Maker's Space

- Lead the coordination of booking events hosted in the Dr. Robert Powless Cultural Center and Maker's Space, including AICHO Arts & Culture and AICHO program events, and event space rentals; maintain the booking calendar; manage communication about event space access
- Handle event space set-up, clean-up, and environment, including coordinating with other team members and volunteers
- Design programming with AICHO team members and community to bring various art forms to the Dr. Robert Powless Cultural Center and Maker's Space.
- Promote/market events and create communications about upcoming events, monthly/annual calendar, and share internally and externally (email, email listserv, social media, website, earned media, paid media)



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Coordinate consistent Indigenous artist networking events

- Host consistent Indigenous artist network events to build relationships, feature relevant topics or content, and strengthen the existing network
- Build connections between emerging and established artists for peer support and mentorship
- Participate in local, regional, Tribal Nation, and national Indigenous artist network spaces

Provide communications to support the Indigenous artist network

- Provide consistent communications (email listserv, website, social media) for Indigenous artist network to offer resources, opportunities, and other relevant content (i.e. grants, fellowships, call for exhibitions)
- Employ media strategies (earned media, social media) to educate, build awareness of Indigenous Arts & Culture, and engage the public

Qualifications:

- Commitment to Indigenous community and Indigenous arts & culture
- Experience working in culturally-based and community-based strategies
- Education or equivalent experience relevant to the position
- Ability to communicate (verbal, written) in a variety of settings, formats, and audience sizes
- Ability to work effectively independently and within team(s)
- Ability to effectively support grant progress, budgets, and reporting and invoicing on grant activities

The American Indian Community Housing Organization (AICHO) has a mission to honor the resiliency of Indigenous people by strengthening communities and centering Indigenous values in all aspects of our work. AICHO is an Equal Opportunity Employer.