



AICHO

American Indian Community Housing Organization

AMERICAN INDIAN COMMUNITY HOUSING ORGANIZATION

Position Title: Arts & Culture Events Coordinator

The Arts & Culture Events Coordinator will lead the coordination of events held in the Dr. Robert Powless Cultural Center and work in direct coordination with the Arts & Culture Program 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 Events Coordinator is responsible to convene artist networking events and providing ongoing communications with the Indigenous artist network to share resources, opportunities, and relevant content. This role requires deep understanding of Indigenous community historical and contemporary issues, cultural knowledge relevant to Indigenous community, and Indigenous approach to team work and work strategies. This position reports to the Arts & Culture Program Director.

Salary: depending upon qualifications and experience, in range of \$45,760-\$49,920

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

- Lead the coordination of booking events hosted in the Dr. Robert Powless Cultural Center, 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
- 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 on 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 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.