

CITY OF HASTINGS
County of Barry, State of Michigan

Arts and Events Coordinator
(Community Development)
Part-time, non-exempt

Supervised by: Director of Community Development

Supervises: None

Provides administrative and operations support functions for the Community Development Department through promoting the arts and events that draw people to the City of Hastings.

Essential Job Duties:

- Serves as the City's primary point of contact for communication and coordination related to arts and events activities.
- Attends and participates in city sponsored events as needed.
- Coordinates, creates, and publishes marketing materials, press releases, informational brochures and other related documents.
- Attend various stakeholder and business team meetings related to arts and events.
- Seek to initiate new arts and events in the city.
- Use social media to promote arts and events in the City.
- Assist in research, development, and management of special community projects as directed by the Community Development Director.
- Review and apply for grants to assist with art and events in the City.
- Attract and schedule programs and activities for the City's performance areas.
- Special projects and other duties as assigned by the Community Development Director.

Required Knowledge, Skills, Abilities, and Qualifications:

- High School Courses in English and Math, Diploma or GED preferred.
- Experience in office and/or customer service
- Proficient use of all Microsoft Office applications including Word, Excel, and PowerPoint. Proficient use of Adobe products. Ability to use Canva or similar programs preferred.
- Ability to interact professionally with community groups, residents, contractors, musicians, and others.
- Good judgment, initiative, and resourcefulness in problem solving.
- Superior communication skills, both verbal and in writing.
- Ability to learn and apply specialized software in the creation of digital sign messages and message scheduling.
- Knowledge of grant writing and grant administration (previous experience preferred)

- Diplomacy and tact in managing difficult situations
- Ability to work evenings and weekends as needed.

Physical Requirements:

- Walking short distances
- Bending, stooping, twisting
- Reaching above and/or below shoulder
- Handling/grasping documents or office equipment
- Sitting and/or standing for short or extended periods of time
- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately in-person and/or on the telephone
- Vision sufficient to read source materials and computer screen data
- Repetitive motions for computer equipment use
- Requires exertion of force of 25 pounds occasionally, 10 pounds frequently, and/or 5 pounds continuously to lift/carry/move objects, files and documents
- Work is performed primarily in an office environment using standard office equipment