Employment Opportunity
City of Arcata Recreation Division
Arts Program Coordinator

General Information: The City of Arcata Recreation Division is now accepting applications for a year round Arts Program Coordinator overseeing our Arts in the Afternoon Afterschool Program, School Break Camps, Summer Art Camp and Art birthday parties. This is a permanent part time position with the City of Arcata.

Applicant Qualifications: Applicants should have experience leading art projects with youth ages 4 - 17 years including but not limited to: ceramics and wheel instruction, silk painting, drawing, painting, jewelry and graphic arts. Experience grant writing, fundraising and building community collaborations is a plus as coordinating youth participation in community events like Bowl of Beans, Arts Arcata, Halloween Carnival, and Holiday Craft Market are included in the coordinators duties. This position assists in planning, organizing, budgeting, staffing, coordinating, publicizing, supervising and evaluating a broad range of art programs. Qualified applicants must be 18 years of age, certified in CPR and First Aid and provide TB clearance prior to employment.

Pay Range: $10.46 - $12.72 per hour

Program Hours and Shifts: Arts in the Afternoon runs August - June, M-Th 2:30 – 6:00pm, Summer Art Camps run June - August, M-F Noon - 5:30pm, Art Break Camps run 8am - 5:30pm during school holidays and various dates for Arts Birthday Parties.

Application Deadline: Until filed. Applications are available online at www.cityofarcata.org/rec, or in the Recreation Office at Arcata City Hall on the corner of 7th and F Streets. Office hours are M - F, 9am-5pm. Call 822-7091 for more information.