



Position Title: Creative Arts/New England Center Program Coordinator

Department: Agriculture & Education

Supervisor: Director of Agriculture & Education

Position Type: Part-time (10 month) - non-exempt

POSITION SUMMARY

The Creative Arts/New England Center Program Coordinator reports to the Director of Agriculture & Education. Primary duties include management of all Creative Arts entries, supervision and training of volunteers, and collaboration with area organizations represented in the NEC.

POSITION RESPONSIBILITIES:

- Oversee New England Center Building and Creative Arts activities
- Incorporate technology in all communications and operations
- Oversee all tasks required for a successful event
- Oversee all New England Center Staff and volunteers
- Design and execute within time limits
- Promote events throughout the region
- Propose ideas to improve services and events
- Promote the event throughout the region
- Keep updated records in maintaining budgets and reports.
- Communicate and work with other departments within Eastern States Exposition to execute the plan for a success in New England Center Building management

REQUIREMENTS:

- Strong knowledge of use of technology, including Windows operating systems, iPad, Microsoft Office and various social media platforms
- Strong staff and volunteer management and training skills
- Talent in building team approach and positive external relationships
- Capacity to handle stressful situations in a positive, professional manner
- Highly organized with attention to detail and critical thinking
- Flexible and creative approach to work and unforeseen changes
- Excellent verbal and written communication skills.
- Ability to lift or move objects weighing 25 lbs.
- Ability to walk, sit and stand for extended periods of time

- High School degree or equivalent
- License and vehicle ownership required

TO APPLY:

Please e-mail a PDF file of your resume and a cover letter to employment@TheBigE.com. Questions regarding the application process can also be addressed to employment@TheBigE.com.

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