



**Position Title:** Community Liaison (CL)  
**Employer:** Maude Kerns Art Center – Eugene, OR

The Maude Kerns Art Center (MKAC) is a non-profit arts organization that helps children and adults nurture creativity through arts education and exhibitions as part of lifelong learning.

The MKAC Community Liaison (CL) will be responsible for reaching out and developing an interface between MKAC and a variety of community groups dedicated to the creative arts, along with the public schools and other related regional institutions. This position will integrate the activities of these individuals and groups into the Center's programs and bring the new programming into the larger community in the form of specific events and activities.

The CL reports to and works under the supervision of the Executive Director. Teamwork, communication, effective follow-through, attention to detail, and a positive attitude are essential to success in this position. Maude Kerns Art Center is an Equal Opportunity Employer.

**Education:**

- B.A. or B.S. in Art, Arts Administration, or related fields.

**Experience:**

- Developing and coordinating programs
- Event management, marketing, and outreach
- Commitment to the arts and enthusiasm to be part of a community arts center
- Strong organizational, administrative, and communication skills
- Experience working or volunteering with nonprofit organizations
- Managing and overseeing independent contractors and individuals
- Have a working knowledge of Microsoft Office and Adobe Creative Suites

**Essential Duties and Responsibilities:**

- Develops and organizes performing arts series, facility rentals, and other cultural events that interface with MKAC programming
- Develops relationships with local and regional performing artists and cultural organizations to support new performing arts series and cultural events
- Coordinates and promotes the re-opening of MKAC's printmaking and photography studios
- Coordinates marketing and promotion of events and activities
- Coordinates all logistics for presentation of events and activities
- Develops and maintains website dedicated to providing information for artists regarding exhibition, education, and professional development opportunities
- Organizes volunteers and interns, as needed, for new programming

1910 E. 15<sup>th</sup> Ave. • Eugene, OR 97403 • (541)-345-1571 • [www.mkartcenter.org](http://www.mkartcenter.org)



**MAUDE KERNS** art center

*~ Bringing Art to Life ~*

**Knowledge, Skills, and Abilities:**

- Knowledge and understanding of MKAC's mission, goals, and objectives
- Good organizational skills
- Creativity, reliability, and self-motivation
- Excellent communication skills, both oral and written
- Ability to work a flexible schedule to include some evening and weekend events
- Ability to work well in a multi-ethnic, multicultural environment with all ages

**Physical Requirements**

- Ability to stand and/or move around for up to 3 hours at a time
- Occasionally lift and/or move up to 25 pounds

**Desired Start Date:** As soon as possible

**Part-time:** Average 20 hours/week

**Schedule:** Monday – Friday / TBD

**Application Deadline:** Friday, April 13<sup>th</sup>, 2018

**Salary:** \$12.50 per hour

**Required Documents for Application:**

- Resume
- Cover Letter
- List of (3) Professional References with contact information

**Application Process:**

To apply, email all application materials to [staff@mkartcenter.org](mailto:staff@mkartcenter.org). Applications can also be mailed to or dropped off at the Art Center.

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