

The City of Galax is seeking qualified applicants for the part-time position of **Chestnut Creek School of the Arts Programming Coordinator**. Up to 20 hours per week.

Submit a completed application and release form to City of Galax, Judy Bolt, Human Resources Director, 111 E. Grayson Street, Galax, VA 24333 or email to [jbolt@galaxva.com](mailto:jbolt@galaxva.com). The position is open until filled. The City of Galax is an Equal Opportunity Employer.

FLSA Status: *Non-Exempt*

### **General Definition of Work**

Oversee aspects of all studios with regards to programming. Work is performed under the moderate supervision of the Chestnut Creek School of the Arts Executive Director and Marketing Director.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

- Program assistance by ensuring balance of diversity within disciplines, coordinating schedules, and researching top-quality instructors.
- Maintain thorough and accurate documentation of all things related to classes to include but not limited to: Contracts, Class Folders, Class Status, Google Calendar, etc.
- Have thorough knowledge of equipment, materials, facilities, and skills specific to the relevant disciplines. Provide insight to age and skill specific classes.
- Coordinate and communicate regularly with other studio managers and management to ensure full facility effectiveness and make the most of scheduled events.
- Assist management team in developing policy regarding studio access, posted hours, etc.
- Maintain list of recommendations for instructors, specific class interest, existing class enhancements and equipment and/or studio improvements.
- Complete unassigned tasks that enhance, facilitate, or otherwise have a positive influence on CCSA.
- Serve as ambassador by developing an interest pool along with ways to enhance studio use.
- Create, and manage grant funded programs including but not limited to – coordinating use of facilities, hiring instructors and assistants, communicating with all entities/parties involved in administering grant including any and all reports and information needed to complete grant reporting.
- Create, and manage programs for specific groups including but not limited to – youth, seniors, disabled, special interests, other non-profits agencies
- Oversee the operations of studios and studio managers as needed
- Assist Executive Director in the operation of CCSA's programming including front desk coverage, evening and weekends.

### **Knowledge, Skills and Abilities**

Candidate must be extremely detail-orientated also possessing exceptional interpersonal skills; familiarity of regional artisans/instructors specific to designated disciplines; familiarity with trends, interests, and other related programs specific to designated disciplines; ability to work collaboratively with other studio managers and staff; ability to maintain order in a public facility; ability to adhere to program standards and objectives outlined by superiors; ability to resolve disputes with firmness and impartiality; ability to establish, maintain and grow effective working relationships with participants, instructors, team members and the general public; Some knowledge of facility rules and regulations; general knowledge of CPR and First Aid; Available to work up to 20 hours/week including Saturdays.

### **Education and Experience**

High school diploma or GED required. College degree is preferred

### **Physical Requirements**

This work requires the occasional exertion of up to 40 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, walking and using hands to finger, handle or feel and occasionally requires reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general

surroundings and/or supervising activities; work has limited exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Possession of First Aid and CPR certifications

Possession of an appropriate driver's license valid in the Commonwealth of Virginia

Required clearance of State Police, CPS, and FBI Background checks