

JOB DESCRIPTION:	Program Coordinator – Expressive Arts (Grant Funded)		
DEPARTMENT:	Expressive Arts		
REPORT TO:	Department Chair		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	(# from Budget Office)	DATE APPROVED:	15-AUG-2025
		DATE MODIFIED:	NEW

SUMMARY: The Program Coordinator provides essential coordination, planning, and operational support for the Expressive Arts Department. This position manages critical programs and events unique to the department including the Artist in Residence Program, Ceramic Post-Baccalaureate Program, CLAY Festival, community collaborations, department specific process and programs, and national accreditation efforts. The coordinator ensures effective execution of departmental goals in compliance with institutional, state, and national standards.

DUTIES: List up to 12 key job functions in order of importance. Use action-oriented language.

1. Coordinates and manages all aspects of the Artist in Residence Program, including national call for applications, interview process, onboarding/offboarding paperwork, programming, and cross-departmental collaboration.
2. Leads all planning, communication, onboarding, housing coordination, and paperwork processing for the Ceramic Post-Baccalaureate Program in compliance with university policies.
3. Oversees all operations of the CLAY Festival, including summer event coordination, marketing, and financial account management.
4. Facilitates community partnerships and outreach events, such as Print Fiesta workshops and collaborative high school exhibitions or recruitment initiatives.
5. Supervises the BFA application process each semester, ensuring deadlines and review processes are met.
6. Manages student studio assignments in the Chino Building, including application review, approvals, check-in/check-out, and ongoing oversight.
7. Creates and maintains marketing materials, oversees updates to the Expressive Arts department website, and ensures consistent program visibility.
8. Leads efforts toward NASAD accreditation, including data collection and submission of required reports:
 - a. Heads Data Survey (Due January 31)
 - b. Accreditation Audit (Due July 1)
 - c. Affirmation Statement (Due July 1)
 - d. Supplemental Annual Report (Due October 15)
9. Coordinates NMED health and safety compliance, working with Facilities to address necessary adjustments and ensure adherence to standards in all studios and classrooms.
10. Coordinates and prepares materials for departmental audits related to accreditation, budget, and institutional compliance.
11. Prepares, interprets, and monitors departmental and program budgets in collaboration with Business Affairs, including financial reporting and projections.
12. Acts as the primary point of contact for department programs, events, and initiatives.
13. Develops and manages internal and external communications, schedules meetings, and maintains calendars for departmental personnel and events.

14. Screens calls, mail, and visitors; drafts and distributes internal and external correspondence within delegated authority.
15. Provides clerical and administrative support, including document preparation, data entry, file management (electronic and hard copy), and statistical reporting.
16. Assists students and faculty with interpreting department procedures, maintaining academic records, and ensuring proper referrals for advising.
17. Coordinates travel arrangements and logistics for department personnel and visiting artists as needed.
18. Supervises assigned staff and student workers in accordance with university personnel practices, including recruitment, training, and evaluation.
19. Participates in the development and maintenance of departmental systems and professional standards.
20. Ensures compliance with university, state, and federal regulations in all operational and financial activities.
21. Provides support to all department projects and events as needed.
22. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED required; art background or degree preferred. Minimum 2 years of experience in administrative, organizational, or operational work. Preferably in an academic or arts environment. Strong digital literacy. Proficiency in Microsoft Office Suite and Adobe Suite. An understanding of current technologies and communication platforms is required. An ability to manage website and social media promotions preferred. Experience in resource planning and information systems preferred.
2. **Job Knowledge:** Understanding and knowledge of general practices in the arts and academic art environments. Familiarity with accreditation, compliance, and program reporting processes related to an academic art department. Knowledge of budgeting, scheduling, supervisory practices, and administrative support functions. Strong communication skills and ability to build effective working relationships across departments and with community partners. Ability to work in a fast-paced environment, manage multiple tasks, and maintain confidentiality. Understanding of university policies, and applicable federal and state regulations.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): (Always include this verbiage) * – Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)

*Delete all examples in red text prior to submission. Send all job descriptions to Bobbi Dodson for review and approval.