

## Partnership for the Arts and Humanities

in collaboration with  
Charter Township of Canton

### **NOTICE OF JOB OPENING**

<b>Position Title</b>	Arts Program Coordinator for Cherry Hill Village (APC)
<b>Salary/Wage</b>	\$23.00 per hour
<b>Benefits</b>	3% other wages issued with each pay 20 hours of annual PTO leave 4 hours of paid leave for major holidays
<b>Hours</b>	Up to 30 hours per week with nights and weekends, as required by scheduled activities

This position is the result of a unique and exciting collaboration between the Partnership for the Arts and Humanities (Partnership) and the Charter Township of Canton (Canton) and is the ideal position for someone interested in making a significant impact on arts and culture in the Canton Community. With the power of the arts and a united vision, the Partnership and Canton are transforming Cherry Hill Village into a thriving hub for culture, creativity, and connection.

The Arts Program Coordinator for Cherry Hill Village (APC) will be responsible for organizing existing arts programs and events sponsored by the; Partnership and Canton, including Summer Camps, Salute to Service, Chinese Spring Festival, MLK Day, International Festival, Adult Arts Education, Interactive Tours, Scouting Programs, Cultural Movie Nights, Fall Into Art, Family Science & Art Night, and Pop-Up Arts events. The APC will collaborate with local artists and arts providers within Cherry Hill Village, including all of the tenants at the Village Arts Warehouse. Additionally, the APC will initiate, develop, and administer new programs and events designed to create a sense of place, to connect the Cherry Hill Village businesses to the community, build relationships with tenants at the Village Arts Warehouse, and to make Cherry Hill Village a destination that fosters art and culture.

The successful candidate will have experience creating, implementing, and developing arts programs, a proven record of building strong partnerships and collaborations, and excellent organizational and communication skills. Passion, enthusiasm, creativity, flexibility, and initiative are key attributes the two agencies are seeking for this position. The Arts Program Coordinator will be an employee of the Partnership and will report to the Community Program Director for Cherry Hill Village (CPD).

#### **ESSENTIAL JOB FUNCTIONS - KNOWLEDGE, SKILLS AND ABILITIES:**

- Graduation from a college or university with an emphasis in arts programming/management preferred
- Experience in arts program development
- Demonstrated skill in building relationships and collaborations
- Must possess a current, valid Driver's License
- General knowledge of arts programming and relevant trends in the arts
- Effective written and oral communication skills
- Excellent organizational skills
- Knowledge and skill with word processing and spreadsheet applications
- Knowledge and skill with basic graphic design software (Canva, Adobe Creative Suite, etc.)
- Knowledge and skills to develop, create, monitor, and analyze program budgets
- General knowledge in creating and implementing program evaluations, and analyzing results
- Ability to lead, direct, and supervise volunteers

Letters of interest with a resume will be accepted until the position is filled. All information must be submitted electronically to: [kevin.ryan@cantonmi.gov](mailto:kevin.ryan@cantonmi.gov). Please include **Arts Program Coordinator** in the subject line.