

Position: PROGRAM COORDINATOR

Reports to: Managing Director, American Academy of Bookbinding Location: Telluride, CO

AMERICAN ACADEMY OF BOOKBINDING

The American Academy of Bookbinding (AAB), a flagship program of the Ah Haa School for the Arts, provides an opportunity for bookbinding students of all levels and aspirations to grow their art and craft in an inspiring, generous, and supportive learning environment. Our mentor-based diploma programs and specialized courses are internationally respected providing excellence in the training of traditional hand skills and development of artistic expression for the enthusiast or the professional. OpenSet is an international fine binding competition that promotes and celebrates the art of fine design binding culminating in a traveling exhibition around the United States.

What We Are Looking For

The Program Coordinator for the American Academy of Bookbinding will be a creative and dynamic team member responsible for the planning, organizing and coordination of a variety of responsibilities that provide excellent customer service and professional programmatic support for the classes, events, and exhibitions of AAB. This is a critical position that will help develop and sustain partnerships and strategies to increase and sustain awareness and participation in AAB offerings.

This is a non-exempt, hourly position. 20-hour/week, Monday – Friday. Occasional evening and weekends required.

CORE RESPONSIBILITIES Registration, Travel, Accommodation, Classroom Coordination (40%)

- Coordinate student registration process; communicate deadlines and relevant policies; update student information as necessary
- Input student cancellations; process refunds and cancellation/transfer fees
- Coordinate instructor and student travel plans and housing needs; liaison with accommodation hosts and/or hotels; Greet students when they arrive, ensure necessary contracts and waivers are completed
- Effectively communicate to prospective students, community members, donors, and friends the mission, classes, events, and programs of AAB.
- Monitor and assist in enforcing AAB policies and procedures, including health and well-being protocols
- Coordinate mailings; shipping and receiving of class materials
- Coordinate class set-up including room prep, provide necessary student materials, etc.
- Assist in maintaining the cleanliness of facility
- Assist editing and proofreading for AAB catalogs
- Assist Managing Director and marketing personnel to implement social media and marketing plan
- Track store and studio inventory
- Attend and participate in all related staff meetings
- Other duties as assigned

Open|Set Exhibition and Tour Coordination (40%)

- Coordinate applications, submissions, and communications with artists; communicate procedures, deadlines, and requirements in professional and timely manner
- Assist with exhibition planning; coordinate venue and AAB obligations, contracts, and affiliated events
- Track exhibition shipping and receiving
- Work with Open|Set Director and Managing Director to inspect received binding entries, inspect work for damage and write up condition reports
- Coordinate outreach, draft press releases for various exhibition venues and seek out publication and promotion opportunities
- Track and coordinate digital assets for catalog production
- Assist in the editing and proofreading of Open|Set catalog
- Assist with fundraising efforts
- Maintain positive and professional relationships with registered artists and exhibition venue coordinators
- Assist in budget tracking and management to ensure accuracy and integrity

REQUIRED SKILLS, ABILITIES AND EXPERIENCE

- 3-5 years experience working with the public in a customer service environment
- Ability to take initiative and effectively adapt to change.
- Strong analytical and problem-solving skills
- Ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines and standard accepted practices.
- Works well in a collaborative team environment.
- Excellent verbal and written communication skills
- Demonstrated ability to manage and track program budgets
- Demonstrated commitment to diversity and inclusion practices
- Ability to analyze complex information and communicate recommendations
- Experience work with computers and computer software (Microsoft Office Suite, Google Docs, Apple products)

PREFERRED SKILLS, ABILITIES AND EXPERIENCE

- Relevant experience working in the bookbinding or book arts environment
- Demonstrated experience in social media and marketing
- Demonstrated experience with Adobe design products (i.e., Photoshop, InDesign, Acrobat)

SALARY RANGE: \$18.27 – \$23.08 per hour depending on experience

In compliance with Colorado's Equal Pay for Equal Work Act (EPEWA) we are disclosing the compensation for this position. Factors that may be used to determine your actual salary may include your specific skills, years of experience in this field and in comparison, to other employees already in this role. A potential new employee's salary history will not be used in a compensation decision.

APPLICATION INFORMATION

Interested candidates, please email cover letter and resume to aab@ahhaa.org. No phone calls please. Best consideration: May 12, 2022. Date opened until filled.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the business. AH HAA SCHOOL OF THE ARTS and AMERICAN ACADEMY OF BOOKBINDING is an "at-will" employer.

AH HAA SCHOOL OF THE ARTS and AMERICAN ACADEMY OF BOOKBINDING is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status, or status as a U.S. Veteran.

American Academy of Bookbinding
PO Box 1590
Telluride, CO 81435
970.728.8649
bookbindingacademy.org