



RUTH FOUNDATION FOR THE ARTS Program Coordinator

The Ruth Foundation for the Arts (Ruth Arts) is a new Milwaukee-based grantmaker dedicated to meeting the evolving needs and lived experiences of artists, communities, and arts organizations. National in scope, the Foundation reflects the culture and spirit of the Midwest, which long inspired its namesake and benefactor Ruth DeYoung Kohler II. Founded in 2022, the Foundation recently distributed its first grants, providing 78 arts organizations with \$1.25 million to date with plans to further award roughly \$18 million annually.

Reporting to the Program Directors of Artistic Initiatives and Sites and Stewardship, the Program Coordinator contributes to the overall implementation of the Foundation's key programs. Serving as liaison between grantees, the Program Coordinator provides programmatic support, research, and logistical support to the grantmaking work of the Foundation.

The ideal candidate will be an experienced administrator and strong collaborator with a demonstrated track record of coordinating programs and working with artists. They will enjoy problem solving, navigating multifaceted projects, and are best suited for creative work environments.

For more about the Foundation, please visit <https://rutharts.org/>.

POSITION SUMMARY

The Program Coordinator is a new, full-time position. Reporting to the Program Directors of Artistic Initiatives and Sites and Stewardship, the Program Coordinator will be a highly motivated member of the Foundation's small, hard-working team. This position involves independent work on grantmaking activities, undertaking short and long-term research, collaborating with colleagues across both program areas, and general program administration and other staff support. As a liaison, the Program Coordinator will work closely with the Program Directors in maintaining regular, collegial communications with grantees, artist fellows, and residents.

Founded in 2022, Ruth Arts is still in its critical founding stage—the Program Coordinator will join a small but growing team responsible for ensuring the organization activates its mission and values through its operations, communications, programs, and community partnerships.

As an artist-driven organization, the Program Coordinator must have a demonstrated commitment to building relationships with artists, audiences, and communities that are rooted in openness, reciprocity, and respect. Managing internal and external

organizational needs, this person will be an outstanding communicator and collaborator, who can gain the trust and confidence of colleagues, Program Directors, Executive Director, Board, grantees, partners, and other stakeholders.

ONGOING ROLES AND RESPONSIBILITIES

PROGRAM ADMINISTRATION

- Administers calls and proposal solicitation processes related to the annual grant cycles. Support Program Directors in the overall selection process;
- Manage Program Director's schedules, logistics and record keeping around annual grant cycles and program initiatives;
- Schedule and maintain a calendar of programs and coordinate travel for guests, visiting artists, and foundation fellows. Oversee hospitality needs of visiting guests;
- Lead event planning for facility-based public programs;
- Prepare summary materials and reports for the Program Directors and/or Executive Director;
- Support an environment of transparency by maintaining open communication with artists, colleagues, and community partners;

GENERAL ADMINISTRATION AND COMMUNICATIONS

- Coordinate outreach efforts through social media, website, electronic and print newsletters, and other forms of external communications;
- Manage an organized contact database and facilitate ongoing communications with program grantees and other community partners;
- Other jobs duties as assigned through discussion.

RESEARCH

- Support ongoing research of contemporary art, artistic production, artist-led spaces and residencies, and other artist-driven initiatives nationally and internationally;

- Support short- and long-term research in connection with current and new program initiatives, and prepare clear and concise summaries of this research;
- Support research of other foundations, non-profits, and programs to better understand areas of need;

IDEAL EXPERIENCE AND CHARACTERISTICS

The ideal candidate will be or have:

- A passion that supports and promotes the belief that creativity is essential;
- A strategic, creative, and critical thinker with excellent collaboration skills, working effectively with Program Directors, grantees, partners, and colleagues;
- Demonstrated comfort or desire to work in a founding, start-up organization that is still in its infancy;
- Nimble, a team player, and comfortable working in a small, fast, non-bureaucratic environment;
- Highly organized and resourceful with strong written and verbal communication skills, including a proven ability to keep organized, to prioritize, and to manage time effectively and meet deadlines—attention to detail is required;
- Passionate about connecting with communities and building relationships;
- Proficient with various social media platforms and Adobe Creative Suite;
- A strong interest in contemporary art, artistic production, artist-led spaces and residencies, archives, and artist built environments;
- A commitment to the principles of anti-racism, accessibility, and transformative cultural work as they relate to the program, audience engagement, and communications;
- Exceptional emotional intelligence to work with all stakeholders with transparency, discretion, and responsiveness;
- Strong interpersonal skills and a collaborative, team- and grantee-oriented approach;
- Have humility and respect for the hard work of artists, practitioners, and organizations in a field that is immeasurably generative despite consistent underinvestment.

QUALIFICATIONS

- Minimum of 3 years of relevant experience;
- Experience working with artists and colleagues across disciplines;
- Embraces diversity, transparency, and authentic inclusion in their work;
- Excellent research skills with the ability to summarize information succinctly;
- Direct experience working in a collaborative or team environment, with a capacity for creative and proactive problem solving;
- Ability to read and understand programmatic budgets;
- Willingness to take initiative, learn, and grow in the role;
- Fluency in various administrative software platforms and applications, including Google Workspace and Microsoft Office; prior experience using grant-making or database software is a plus;
- Knowledge and understanding of social media tools and platforms;
- Training—academic, professional, or otherwise—that instills confidence in the above.

HOURS AND LOCATION

Ruth Arts is headquartered in Milwaukee, WI. This position must be based in Milwaukee and willing to work Monday to Friday, from 10:00 AM – 6:00 PM. The Foundation is currently working on a hybrid schedule, from the office three days a week, and remotely two days a week. This is subject to change. Some travel, weekends, and evenings may be required.

SALARY AND BENEFITS

The position is full-time, exempt. Compensation range: \$60-65,000, commensurate with experience, plus excellent benefits including employer-paid health, dental, and vision care; a 401K employer-matching plan; paid vacation, sick days, and national holidays.

HEALTH AND SAFETY

Ruth Arts requires that all staff be fully vaccinated (including a booster shot) with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

HOW TO APPLY

Please email cover letter and resume, with the Subject Line "Program Coordinator" to jobs@rutharts.org. **Deadline: Friday September 9, 2022.** No phone inquiries, please. We regret we are unable to respond individually to each applicant. We are only able to respond to candidates being considered for interviews.

Ruth Foundation for the Arts is an Equal Opportunity Employer (EOE) and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership, parental status, military status, or any other non-merit factor.