



Guadalupe Cultural Arts Center Job Description

Job Title: Media Arts Coordinator

Supervisor's Title: Programs Manager

Status: Part-Time

GENERAL PURPOSE: Works within the structure of a multi-discipline art and cultural program to provide aesthetic experiences and professional level competencies. Responsible for planning, budgeting, publicizing and managing all media arts program activities including exhibitions, festivals, classes, community workshops, and video production.

REQUIREMENTS

- Bachelor of Arts/Science
- Understanding and commitment to the Guadalupe's mission
- Excellent writing, communication and organizational skills
- Self-motivated and pro-active; able to take direction
- Capacity to multi-task and adjust to changing priorities
- Non-profit arts experience a plus
- Proficient in MS Word and Excel
- Able to work some nights and weekends

DESCRIPTION

- Coordinates the annual international film festival CineFestival
- Produces in-house Guadalupe promotional videos
- Coordinates all media arts education under Juntos en Arte
- Manages the budget and development of the Media Arts Program
- Maintains open communication with parts and students in program
- Maintains GCAC video archives
- Oversees all GCAC documentation activities, including recording performances
- Hires and supervises instructors for all classes and workshops

Closing Date: Open until filled.

Submit cover letter, resume and list of references.

Applications may be emailed to: dan@guadalupeculturalarts.org

Or Via U.S. Mail, Attn: Executive Director

Guadalupe Cultural Arts Center

1300 Guadalupe Street

San Antonio, TX 78207