

# CULTURAL COALITION

serving southeastern & northeastern CT

P.O. Box 95, New London, CT 06320 | (860) 448-5135 | info@CultureSECT.org | www.CultureSECT.org

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## JOB POSTING

August 12, 2021

### **Cultural Coalition Northeast CT Region (NER) Coordinator**

**Schedule/Hours:** Part-time, 20-30 hours per month (flexible with majority hours M-F 9am-5pm).

**Compensation/Duration:** \$25/hour, temporary contractor position Sept. 2021 to June 2022, with the possibility of extension/expansion of position.

#### **About the Cultural Coalition:**

The Cultural Coalition is an independent, 501(c)3 nonprofit organization, with the mission to improve the economy, vitality and quality of life in eastern Connecticut by supporting the arts, cultural and creative community. The Cultural Coalition is a free membership organization that includes a diverse cross section of nonprofit and for-profit individuals, businesses, groups and organizations. The Coalition serves 550+ registered partners, including sole proprietors, artists, historic sites, museums, libraries, galleries, creative businesses, cultural attractions and arts centers.

The Connecticut Office of the Arts (COA) partners with Designated Regional Service Organizations (DRSO) that serve as local field offices to constituents and citizens. This statewide network of service providers plays a key role that is mutually beneficial to the state's citizens and creative economy, the regional arts and cultural infrastructure, and COA's goals, programs and services. The Cultural Coalition has served as southeastern CT's DRSO since its inception in 2014. In January 2021, the CT Office of the Arts partnered with the Cultural Coalition to serve as the DRSO for the northeast CT towns, previously the responsibility of Windham Arts, and begin a 1-2 year regional arts and cultural assessment and strategic development process.

#### **Position Description:**

The Cultural Coalition seeks a community engagement and outreach coordinator to serve as the northeast CT region's point of contact and arts & culture representative. The **Northeast Region (NER) Coordinator** will be the Cultural Coalition's liaison to artists, arts & cultural businesses, community organizations, municipal & economic development leaders, the press and legislators located in or serving the following northeast CT DRSO towns - Ashford | Brooklyn | Canterbury | Chaplin | Columbia | Coventry | Eastford | Hampton | Killingly | Mansfield | Plainfield | Pomfret | Putnam | Scotland | Stafford | Sterling | Thompson | Union | Willimantic | Willington | Windham | Woodstock.

#### **The Role:**

Reporting to the Executive Director, and working closely with the Assistant Director, the NER Coordinator provides a high level of support to the northeast region, including 1) meet with and gather information about the northeast region's arts & culture assets, municipalities & economic development entities, and other regional stakeholders; 2) serve as a conduit of information to/from, and representative of, the Cultural Coalition and the arts & culture industry/area municipalities; 3) be an advocate for the northeast region's arts & culture community.

The NER Coordinator will collaborate with the Executive Director and staff to assess the arts and cultural landscape of the northeast region, and help to develop recommendations for a framework to serve area constituents and stakeholders through a long-term DRSO in the northeastern CT region.

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**Duties include:** Outreach and connect with the arts & culture community; identify underserved affiliation circles/networks; build relationships with municipal and economic development leaders; develop contact lists and compile data; convene online or in-person community engagement meetings; identify assets and issues unique to the northeast region; serve as a local resource assisting with DRSO and Cultural Coalition services; provide written and verbal updates to Cultural Coalition's Executive Director and staff; represent the Cultural Coalition's mission, vision, core values and strategic plan goals.

### **Candidate Profile:**

Strong candidates will reside in or have easy access to northeast CT, have knowledge of the creative sector, have experience or interest in supporting the arts, culture or creative community, be able to create positive relationships within and outside of the organization, develop and execute a regional outreach campaign, and have a commitment to providing quality customer service based on community needs.

### **Specific competencies and qualities include:**

- Ability to work with minimal supervision (takes initiative, self-motivated, follows through)
- Excellent time management, organizational skills, and detail-oriented
- Strong written and verbal communication skills
- Computer proficiency required - including experience with Microsoft Office, Google apps, Zoom, social media, and aptitude for internet research techniques
- Flexibility to adjust to changing priorities/needs
- Ability to work collaboratively with Coalition staff and other contractors within the organization

### **Environmental and Working Conditions:**

The contractor must have access to a computer with a reliable internet connection, and will be required to provide their own personal vehicle and driver's license. The NER Coordinator will work primarily in office settings either remotely or on-site at the Cultural Coalition's Norwich office. Some travel is required for public or in-person meetings within northeastern CT following pandemic safety protocols. Mileage reimbursement is provided. Remote/home office primary workspace is preferred, with the option of using a shared co-work office and meeting space at Foundry66, 66 Franklin Street, Norwich, or a future office space in the northeast CT region.

**The Cultural Coalition** is an equal opportunity/affirmative action employer, committed to workplace diversity, and seeks candidates who represent the diversity of eastern CT, including but not limited to race, ethnicity, gender, sexual orientation, age, disability, cultural background and socioeconomic stratum.

**TO APPLY:** Please email a letter of interest and resume to: [info@culturesect.org](mailto:info@culturesect.org) with the subject line: "NER Coordinator application." No phone calls, please. Submission deadline: on or before Friday, September 10, 2021 at 5:00pm.