



Cultural Affairs Coordinator Announcement

The Cultural Affairs Coordinator must be a highly visible leader, whose leadership style is at once genuinely personal and highly professional. The Cultural Affairs Coordinator is responsible for the planning, implementation, promotion and supervision of ASF's visual and performing arts programming, marketing and management as well as administrating additional cultural activities to be held on campus, specifically in the Angeles Espinosa Yglesias Fine Arts Center. The Cultural Affairs Coordinator works in partnership with other ASF areas/divisions, the Cultural Affairs Committee, community organizations and other entities to deliver effective and innovative programs. The coordinator must balance internal curricular needs with external requests from organizations and agencies, always optimizing the use of school facilities. In summary, s/he is responsible for the overall use of the facility with the goal of maximizing this resource for student learning and creative expression. A secondary responsibility consists in serving as the liaison between the school and the extended community, thus bringing cultural, community experiences to campus that enhance and maximize student learning.

Required Qualifications:

- Bachelor's degree from an accredited college or university in music/arts, liberal arts, non-profit management or a closely related field
- Two-years experience and knowledge of any combination of the following disciplines: visual arts, performing arts, music and other arts. Preferably in an international setting
- Five years of previous experience in program/office management work.
- Three years of experience in budget management, including grant, and donation administration.
- Knowledge of cultural opportunities in Mexico City and beyond.
- Experience in a U.S. style curriculum
- Bilingual, English and Spanish
- Flexible work schedule in order to best meet the needs of planned activities and events.
- Experience with facility management and scheduling.
- Demonstrated ability to work effectively with faculty and staff, the general ASF community as well as a larger community, including professional artists and volunteers.

Desired Personal Characteristics:

- Demonstrates leadership and is a role model to the ASF community in promoting the arts.
- Demonstrates the ability to develop a collegial, collaborative and positive atmosphere in the community, serving as the bridge between ASF and the extended community.
- Demonstrates strong interpersonal skills.
- Is a lifelong learner.
- Is flexible and has a sense of humor.

General Responsibilities:

The Cultural Affairs Coordinator has a variety of duties. The purpose of this position is to serve as a resource to our community, to encourage/promote the development of performing and visual arts through the ASF curriculum, festivals and special events, and to promote and establish awareness of cultural activities in the school. To that end, the Cultural Affairs Coordinator will offer leadership in:

A. Program Management

Provide leadership and direction in the development of short- and long-term plans with micro- and macro-scopes; gather, interpret, and prepare data for studies, plans, reports and recommendations.



- Work with current leadership of the divisions/areas as well as visual and performing arts coordinators to enhance the learning experience for students. Work closely with the Extended Learning Coordinator to increase program offerings as well as to develop and further design the student talent pool from an early age on.
- Oversee safety protocol and procedures for the Fine Arts Center as well as spearheading safety training.
- Promote student community building experiences in conjunction with other deans and activities specialists (MS & US).
- Manage the Fine Arts Center ensuring the effective use of the facility to better serve our music, theater, dance and visual arts programs as well as other appropriate uses of the facility, e.g. conferences and guest lecturers.
- Coordinate and effectively communicate the schedule(s) of events for the Angeles Espinosa Yglesias Fine Arts Center and the ASF Cultural Affairs program. Establish the annual programming plan, marketing plan, funding plan and staff/volunteer support to carry out duties.
- Maintain information concerning the auditorium and ASF's Cultural Affairs Council on school and community calendars, as well as the website.
- Manage and supervise the Angeles Espinosa Yglesias Fine Arts Center and other ASF campus facilities used for cultural events, determining necessary resources; plan and organize staff assignments; train, motivate and evaluate assigned staff (employees and volunteers); review progress and direct change as needed.
- Market the Fine Arts Center when considered appropriate and honoring Board policy. Coordinate rental of facility (including contractual, financial, promotional and technical functions) for use by nonprofit organizations, commercial enterprises and community groups.
- Work closely with other ASF departments to secure in-kind services, donors and sponsors for financial support and to communicate cultural affairs activities to the media.
- Leads and efficiently coordinates the Cultural Affairs Council composed by arts and non-arts faculty, students, community members and parents to support wide-range planning and approvals for the arts at ASF.
- Other duties are assigned as needs arise.

B. Budgeting

- Prepare and submit the annual budget regarding the school's cultural affairs. Supervises the proper administration of all accounts in the Cultural Affairs area.
- Assure that activities are carried out within budget; monitor revenues and expenditures to assure sound fiscal control; prepare annual budget requests; assure effective and efficient use of funds, personnel, materials, facilities and time.
- Assure that facilities and equipment are maintained properly, including coordination of maintenance and repair functions, by staff.
- Be responsible for procuring and inventorying equipment and supplies utilized in program areas.

C. Communication

- Serve as the liaison between the Cultural Affairs Council and school departments. Maintain clear, direct and safe venues for communication and dialogue within the ASF community as it relates to the arts.
- Represent cultural affairs on behalf of ASF within local arts communities.
- Communicate official plans, policies and procedures to staff, committees and the general public.
- Develop, recommend and eventually implement policies, procedures and standards for the efficient and effective operation and maintenance of the program and facility.



- Communicate with patrons, public and other organizations and departments with regard to policies, procedures, usage terms and availability.

Reports to: Executive Director (The first six months)

Application Procedure: Interested and qualified candidates must submit a (1) *résumé*, (2) cover letter that includes personal philosophy and (3) an employment application form (download from the ASF Application Requirements section). Please submit all information *electronically* as a *single* attachment to hc@asf.edu.mx.

Application deadline: February 25, 2012

