



JOB ANNOUNCEMENT 2015-010

Events and Arts Program Coordinator Community Services Full Time / Non-Exempt / AFSCME Represented

SALARY: \$20.87 – \$26.71 Hourly

OPENS: **March 13, 2015**

CLOSES: **March 30, 2015 at 5:00pm PST**

APPLY TO: City of Sherwood - Human Resources
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-5524
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

The City is seeking an enthusiastic, creative and motivated individual to fill a full time position as Events and Arts Program Coordinator. This Coordinator will work in the beautiful new Sherwood Center for the Arts and will develop, market, and implement new community arts programming and events for the Center. This position will also coordinate the City's participation in community events, and coordinate advertising and publicity for the Community Services Department. The best fit for this position will be someone who has a background in event management, community arts programming, marketing and exceptional organizational and customer service skills. Some evening and weekend hours will be required. See the full job description for more details.

MANDATORY REQUIREMENTS: Must have excellent written and verbal communication skills to interact with staff, vendors, other organizations, and the general public. Must have excellent organizational skills and must be able to multi task. Broad knowledge of arts management principles and practices, event coordination and/or community and cultural programming. Equivalent to high school education plus additional specialized training and over three (3) years of experience in performing similar duties, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

DESIRABLE REQUIREMENTS: Previous experience in municipal governments; experience with technical elements of live performance

APPLICATION MATERIALS

Application materials must be completed and received by the Human Resource Department on or before the closing date. Electronic copies are accepted with a signature. Application materials can be found online at www.sherwoodoregon.gov or may be requested by mail by calling Human Resources at (503) 625-4201.

SELECTION PROCESS

A City application, cover letter, resume, and supplemental questions and work samples will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background and drug test.

NOTIFICATION

Applicants that are not selected will be notified by phone or mail once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER

The City of Sherwood is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.