

# **Project Coordinator**

## **Alutiiq Museum Job Description**

<b>CLASSIFICATION</b>	Full-Time, Permanent (Non-Exempt), 40 hours per week
<b>PAY</b>	\$24-\$26 per hour, DOE
<b>REPORTS TO</b>	Director of Language and Living Culture (DLLC)

### **POSITION SUMMARY**

The Alutiiq Museum seeks a Project Coordinator to coordinate the daily activities of a multi-year Administration for Native Americans (ANA) Social & Economic Development Strategies (SEDS) grant. This position supports our mission to preserve and share the heritage and living culture of the Alutiiq/Sugpiaq people by strengthening economic opportunities for Alutiiq artists and culture bearers.

The Project Coordinator will oversee a range of activities supporting artist business and professional development and engagement with ancestral Alutiiq art forms. This includes hosting regular artist council meetings, leading public outreach surrounding the project, coordinating a variety of artist training programs, and supporting project reporting and evaluation. This role will support the museum's Native Welcome Center as needed.

### **ESSENTIAL POSITION FUNCTIONS**

- Oversee day-to-day operations of the ANA SEDS grant project.
- Communicate regularly with artists for activity recruitment and to provide project updates.
- Plan and host quarterly Alutiiq/Sugpiaq Artist Council meetings with artist cohort.
- Coordinate quarterly public presentations focused on Alutiiq arts and artist development.
- Share regular project updates with the public via the Alutiiq Museum's social media accounts (Facebook, Instagram, LinkedIn) and via the Museum's monthly email campaign.
- Organize quarterly peer-to-peer learning sessions for Alutiiq artists.
- Develop and coordinate a summer artist-in-residency program.
- Coordinate with Alutiiq Museum partners to offer trainings and classes for Alutiiq artists.
- Attend weekly museum staff meetings and regular project-specific meetings as assigned.
- Support grant reporting efforts as needed.
- Perform other duties as assigned by the DLLC.

### **QUALIFICATIONS**

Must have a High School Diploma or equivalent. A bachelor's degree in arts, humanities, education, or related field preferred. Must have at least two years of project coordination experience; an equivalent combination of training and experience will be considered. A valid driver's license and proof of vehicle insurance is required. This position requires a strong interest in sharing Alutiiq cultural heritage through the arts.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of social media promotion, digital advertising, and content management.
- Strong writing skills
- Proficient in Microsoft Office (Word, Excel), email, and social media platforms.
- Familiarity with Alaska Native communities, Indigenous arts, or museum work experience is a plus.
- Excellent verbal and written communication skills.
- Commitment to the mission and goals of the Alutiiq Heritage Foundation and Museum.
- High standards of confidentiality, integrity, and professionalism.

## **Project Coordinator Alutiiq Museum Job Description**

- Positive, adaptable, and collaborative team player.
- Able to build and maintain strong community relationships, including with artists, partners, and tribes.
- Skilled in conflict resolution and constructive problem solving.
- Friendly, courteous demeanor; comfortable interacting with the public, students, tour groups, and agency partners.
- Self-motivated, able to work independently, and complete assignments on schedule.
- Willingness to work flexible hours, including some evenings, weekends, and holidays as needed.

### **PHYSICAL DEMANDS**

Must be able to lift, push, pull, or physically move up to 50 pounds on a frequent and regular basis.

### **WHAT WE OFFER**

- A strong team of mission-focused professionals
- Potential for advancement based on mutual goals and performance
- Benefits such as paid time off, paid holidays, retirement matching, and life insurance
- Professional development opportunities
- A meaningful role supporting language, history, and cultural revitalization

### **ACKNOWLEDGEMENT**

The Executive Director reserves the right to alter job duties or responsibilities at any time as needed. The annual performance evaluation will assess performance of stated duties as described. This job description does not constitute a written or implied contract of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_