



## **Job Announcement**

### **Hill City Arts Council Coordinator**

The Hill City Arts Council invites applications for the position of Arts Council Coordinator.

The Coordinator for the Hill City Area Arts Council (HCAC) is responsible to the Board of Directors for excellence in the overall administration of the organization as well as program coordination and oversight. The Coordinator shall serve as the first point of contact for HCAC. Fundraising and securing grant sponsorship responsibilities are a critical responsibilities within this position. In addition to administrative duties, the Coordinator works closely with various committees and supports the implementation of the Hill City Arts Council's events including Sculpture in the Hills, Open Stage, the Hill City Quilt Show and Black Hills Plein Air Paint Out.

We seek a forward-thinking, energetic, and visionary individual who will ensure an efficient, successful, and fiscally sound operation.

This is a flexible, part-time position (32 hours/week). A minimum of three plus years of experience in office management, fundraising, grant writing, administration, non-profit work and education is needed. A successful history of establishing and maintaining effective working relationships with stakeholders is a must-have. Computer skills including Microsoft Office, website and social media applications is required.

If this position fits you, please contact us! We want to talk to you!

Please submit your interest along with your cover letter, resume and references in confidence to:

Sherry Liddell, President  
Hill City Arts Council  
[info@hillcityarts.org](mailto:info@hillcityarts.org)

Indicate in the subject line: HCAC Coordinator Position

