

# Long Beach Island Foundation of the Arts and Sciences

## Job Description

JOB TITLE: Public Programs and Membership Coordinator

REPORTS TO: Executive Director

GENERAL DESCRIPTION: The Public Programs and Membership Coordinator (PPMC) schedules programs and classes in the LBIF studios, promotes classes and programs, and registers participants and students to develop high-quality arts programs. The PPMC also provides administrative and office support for the development and evaluation of membership of the LBIF and maintains the point-of-sale and membership database programs.

### TYPICAL DUTIES:

1. Creates and schedules classes and programs, coordinates registration of students, maintains office/management systems.
2. Facilitates the dissemination of information between the LBIF staff, contracted artists, members, and participants.
3. Supports instructors by scheduling models, ordering supplies, and presenting studio needs to the Executive Director.
4. Coordinates educational program schedules, studios, and off-site classes.
5. Assigns locations for events to maximize facilities use and avoid scheduling conflicts.
6. Works with the Executive Director and Facilities Manager to prepare weekly schedule ensuring adequate staff coverage and facilities use for all classes and events.
7. Works with the Children's Program Director for youth program scheduling and registration.
8. Implements and provides necessary materials to students and faculty for class assessment.
9. Maintains and updates the membership and sales database programs.
10. Orders office supplies.
11. Exports invoices, processes credit card transactions, registrations, donations, memberships, and renewals.
12. Prepares bulk mailings to LBIF members, quarterly newsletters, and preparation and distribution of course brochures and materials.
13. Trains and oversees work of part-time office and volunteer staff.
14. Supports member inquiries and needs.
15. Provides support for membership, education, and events committees.
16. Performs database management regularly and membership reports as necessary.
17. Responsible for maintenance, repair coordination, and general upkeep of office equipment.
18. Performs other duties as assigned by the Executive Director.

### EDUCATION:

Bachelors Degree (BA or BFA) or higher preferred. Appropriate candidates have an appreciation of the artistic process, the ability to guide students in their selections of courses, and understanding of various media and techniques, and respect for art and artists.

### EXPERIENCE:

Two or more years experience coordinating arts, education, and performances for the general public. Must possess strong administrative skills utilizing technology and working with people.

KNOWLEDGE AND SKILLS:

- Self-starter with the ability to work both independently and cooperatively in a fast-paced, team-oriented environment
  - Understanding of the arts, trends in arts programming and evaluation, and the role of arts in the region.
  - Excellent computer skills and database management (MS Access); knowledge of mail-merge and spreadsheets.
  - Ability to work comfortably with staff, artists, and donors.
  - Strong office communication and interpersonal skills.
  - Strong project management and organizational skills with attention to detail.
  - Strong customer service skills.
  - Basic knowledge of web-site management and design
- 

Send cover letter and application to:

Christopher Seiz  
Executive Director  
Long Beach Island Foundation of the Arts and Sciences  
120 Long Beach Blvd.  
Loveladies, NJ 08008

Or apply by email to:

[director@lbifoundation.org](mailto:director@lbifoundation.org)

---

The LBIF is committed to equal employment opportunity. We will not discriminate against employees or applications for employment on any legally-recognized basis including, but not limited to: veteran status, uniform servicemember status, race, creed, color, ancestry, marital status, domestic partnership status, civil union status, affectional or sexual orientation, gender identity or expression, genetic information, religion, sex, national origin, age, physical or mental disability or any other protected class under federal, state, or local law.