
CRAIGARDAN

Program Coordinator Job Description

PROGRAM COORDINATOR POSITION OPENING

Craigardan seeks a dynamic new Program Coordinator to join our growing team as we build our beautiful new campus and reopen residencies and programs on our new 320 acre site bordering Hurricane Mountain Wilderness in the heart of the Adirondack Mountains.

This is a year-round, full-time position with room for growth into a director level position that allows for creative problem-solving, innovation, and exploration in a supportive, inclusive environment.

This position provides a rich and rewarding experience while maintaining a positive work-life balance. The Adirondack region is known for its work hard / play hard ethos, and Craigardan is located at the center of this incredible playground for outdoor enthusiasts.

Our staff is the heart and soul of this place-based organization and we value their personal well-being as much as their professional growth. Learn more about our people and programs at www.craigardan.org.

WHAT WE DO

Craigardan is a nonprofit arts organization and educational working farm that leverages collective creativity for social good. We bring people together for place-based and interdisciplinary learning, providing creative residencies, courses, and events that span diverse artistic and knowledge disciplines in order to foster curiosity, inquiry, and collaboration. Craigardan supports ceramic, literary, visual, and performance artists, as well as farmers, chefs, activists, scholars, and researchers from the Adirondack region and around the world. We cultivate a dynamic that amplifies each individual's work and activates collective creativity within the community. We believe that fostering the interaction between artists and the local public is as important as providing sheltered time to artists to further their creative practices. As an organization deeply rooted in this region's unique history, Craigardan exists at the nexus of processes (re)making this region's present and future: environmental conservation, the resurgence of small farms, rural economic revitalization, and cultural/social activism. By developing interdependent connections within our local Adirondack community, we nurture a deep sense of place through people, culture, food, stories, and the exchange of ideas and skills. With a built-in focus on equitable exchange across a wide range of disciplines, Craigardan offers an experience that ties the creative process to larger contexts. This experience leads to new questions and new initiatives; and it generates positive social change through collective creativity.

MISSION + VISION

Craigardan is a 501(c)3 nonprofit organization with a mission to encourage the human imagination to interpret the world with philosophical, ecological, and artistic perspective. We envision an Adirondack region defined by its makers who are committed to the development of sustainable systems that integrate the needs of human communities with the integrity of the natural world.

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THE POSITION

As an integral member of Craigardan's team, the Program Coordinator must work closely with staff in all areas of the organization. With the direction and collaboration of the Executive Director, the coordinator will:

- Administer our multi-disciplinary creative residency program which supports artists, potters, writers, chefs, scholars, and farmers from around the world.
- Administer our resident internship program and work with partners to create experiential opportunities on- and off-campus for resident interns
- Develop public courses and workshops in collaboration with teaching fellows
- Design rich educational programming with community partners for our Community Farm Program
- Organize the summer lecture series in collaboration with artists-in-residence, as well as visiting and local speakers.
- Organize Craigardan's publication, *The Gardan Journal*
- Cultivate relationships with local and regional educators and institutions to design and deliver collaborative opportunities, summits, and events
- Assist with the planning and execution of events, dinners, and other community engagement events and fundraisers.
- Handle all program development, administration, advertising, enrollment, and execution in collaboration with fellow staff.

WHAT YOU DO

You have acquired the basic life experience and work skills for this position and you have a strong desire to creatively explore, address, and promote:

- The arts, fine craft, literature, scholarly research, music, and the performing arts
- Environmental conservation, ecological thinking, and climate change action
- Food justice, sustainable agriculture, and the culinary arts
- Place-based thinking, the Adirondacks, Indigenous culture and history
- Systems thinking and social change

You are capable, curious, and positive; and you are comfortable in your ability to:

- Lead but also listen; ask questions and take direction
- Be highly dependable, observant, and adaptable
- Communicate exceptionally well both verbally and in writing.
- Work alone or in a team
- Think and act quickly and efficiently, without missing details
- Manage spreadsheets and documents, databases, and project timelines in a clean and organized way
- Develop systems to collaborate and work efficiently with others
- Manage multiple projects or programs simultaneously
- Offer genuine, inclusive hospitality to all of our program participants

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- Continue to learn and grow; and set and achieve goals

ELIGIBILITY

Required Education and Experience:

- Bachelors Degree
- At least 2 years of related experience
- Nonprofit experience a plus but not required

Applicants must have a strong affinity for Craigardan's mission and work, live in or be willing to relocate to the Adirondacks, and thrive in a place-based environment – this position is not a remote or work-from-home position.

We strongly recommend reading Craigardan's 2021-2025 Strategic Plan before applying at <http://www.craigardan.org/strategic-plan>

COMPENSATION

Full-time, 40 hours per week position starting as early as April 1, 2022

This position provides training and offers room for growth for the right candidate

Starting salary \$40,000 - \$45,000 commensurate with experience and skills

The employment package includes:

- 30 paid holiday, personal, and wellness days per year
- Medical benefits
- Staff shares of farm food produced at Craigardan and 15% off in the Farm Store
- Free access to programs and educational classes
- Continuing education, training, and professional development support

COVID-19 vaccination is required.

This position may require working occasional nights, weekends, and some holidays. This job description covers key responsibilities but does not outline all duties. All applicants must be willing to commit to at least two years.

Craigardan is an equal opportunity employer. We highly encourage applications from women, people of color, and people who identify as LGBTQIA+

APPLY

Apply in confidence. Email a cover letter, resume/CV, and three references by email to Michele Drozd, executive director, at info@craigardan.org. Deadline is rolling until position is filled.