



## Oklahoma Arts Institute Programs Officer

### **Job Summary:**

Under the supervision of the Director of Programs and the President, this position assists in the planning, organization, execution, and evaluation of all programs including the Oklahoma Summer Arts Institute (OSAI), Oklahoma Fall Arts Institute (OFAI), and the OAI Quartz Preview Days.

### **Essential Functions:**

- Maintain OAI's application and CRM system (Slate by Technolutions) and coordinate with database consultants on special projects.
- Manage site logistics, scheduling, facility coordination, and event communication for OSAI, OFAI, and OAI Quartz Preview Days.
- Serve as the primary liaison for faculty, students, and participants regarding supply, technology, and site needs.
- Manage OSAI evaluation and selection process, including evaluator recruitment and hiring, report compilation, and final selections.
- Recruit, hire, and onboard OSAI counselors. Supervise administrative support staff during programs.
- Cooperate with the President and the Director of Programs to assist in the overall execution of OAI's programs.

### **Additional Responsibilities May Include:**

- Manage annual Transformative Teacher award, including nominee selection and award presentation logistics.
- Assist in developing the annual programs budget and manage programs-related inventory, insurance, and repairs.
- Oversee musical needs for OSAI, including hiring orchestra section faculty, obtaining and distributing music, and coordination of special instruments and equipment as needed. Supervise music support staff during programs.

### **Minimum Experience:**

- At least three years of nonprofit, event planning, or arts administration experience required. A combination of education and relevant work experience may be considered in place of the required three years, specifically a bachelor's degree or equivalent academic qualifications may be substituted.
- Experience in the arts or education fields is preferred but not required.

### **Desired Qualifications:**

- Proficiency with managing a database.
- Familiarity with Microsoft Office, including Word, Excel, and Outlook.
- Exceptional written and verbal communication and strong interpersonal skills.
- Ability to meet strict deadlines, multi-task, prioritize, take initiative, work autonomously, and manage projects to completion.

### **Physical Demands/Working Conditions:**

- Must be able to lift and carry up to 30 pounds.
- Must be able to drive a vehicle to various locations across the state, hold driver's license, and maintain personal automobile insurance.

**Office Hours:**

9:00 a.m. – 5:00 p.m. Tuesday through Friday; weekend and evening hours as required.

**Office Location:**

Oklahoma City, Oklahoma

**Special Considerations:**

Must be able to spend three weeks in June and three weeks in October at Quartz Mountain State Park & Lodge in southwest Oklahoma for OAI programs. Assistance with board meetings, auditions, and special events may also be required.

**Salary & Benefits:**

\$55,000-\$60,000, dependent upon experience. OAI currently pays 100% of employee health, dental, vision, and life insurance premiums and makes an annual contribution to employee SEP-IRA retirement accounts. OAI also offers a Flexible Spending Account to facilitate use of pre-tax dollars for medical and childcare expenses.

**To apply, send résumé, cover letter, and list of references by email to Emily Claudé, Vice President & Director of Programs: [eclaude@oaiquartz.org](mailto:eclaude@oaiquartz.org)**

**About the Oklahoma Arts Institute:** The Oklahoma Arts Institute is Oklahoma's Official School for the Arts and is a private, nonprofit organization with a vision to cultivate established and emerging artists and educators through arts workshops, immersion, and awareness. Since 1977, OAI has recruited nationally renowned artists to teach a fine arts program for talented Oklahoma youth and a series of continuing education workshops for adults. OAI programs are held at the Quartz Mountain State Park & Lodge in southwest Oklahoma. For more information, visit [www.oaiquartz.org](http://www.oaiquartz.org).

**Statement of Non-Discrimination:** OAI is committed to maintaining employment, recruitment, hiring, and educational settings that are culturally, racially and ethnically non-discriminatory and all-inclusive. OAI does not discriminate, or permit discrimination, against any person employed by, applying for, attending or associated with OAI's programs based on the person's race, color, age, religion, political beliefs, national origin, disability, familial status, sex, sexual orientation, gender identity, or gender expression.