



THE DECORATIVE ARTS TRUST

The Decorative Arts Trust Educational Programs Coordinator

Description

[The Decorative Arts Trust](#), a nonprofit organization operating in Media, PA, and Charleston, SC, is seeking a full-time Educational Programs Coordinator to facilitate the development of initiatives for state-side programs. This colleague helps our Manager of Educational Programs create in-person and virtual educational programs for our national membership base tied to decorative and fine art, architecture, and gardens.

Job Responsibilities

The Trust's Educational Programs Coordinator contributes to a broad variety of events with our Manager of Educational Programs:

- Organizes and executes domestic Symposia (5 days, 2 per year), Sojourns (5 days, 1 per year), and the New York Antiques Weekend and Emerging Scholars Colloquium (3 days, 1 per year)
- Develops budgets and timelines for above domestic programs
- Assists in organizing other programming as needed
- Serves as a contact with program registrants, monitoring requests for information and communication in advance of and following programs
- Liaises with program hosts, speakers, and guides to coordinate the program schedules; as well as arrange requisite hotels, transportation, and catering
- Compiles educational content for distribution to participants in advance of programs
- Prepares and organizes other program materials as necessary
- Evaluates event data to ensure continuous improvement and effective results
- Lead the identification, cultivation, solicitation, and stewardship of corporate sponsors to secure financial support for educational programs

Working in conjunction with the Communications and Marketing Manager, the Educational Programs Coordinator also:

- Develops program save-the-dates and registration announcements
- Assists with programming-related content associated with Symposia and other events organized by them for *The Magazine of the Decorative Arts Trust*, *The Decorative Arts Trust Bulletin*, the Trust's website, and social media

Working in conjunction with the Membership Manager, the Educational Programs Coordinator also:

- Helps to plan and orchestrate benefit events during domestic programs for the Trust's upper-level members and donors

Necessary skills

- Bachelor's degree or equivalent professional experience required
- Experience in event planning, hospitality, development, donor engagement, coordinating travel programs, or another component of the cultural sector
- Familiarity with Google suite or similar online collaborative software
- Demonstrated ability to:
 - work independently as well as collaboratively with a team
 - manage multiple tasks while adapting to an evolving calendar
 - communicate effectively through a variety of methods, both print and digital
- Highly organized with strong personal initiative
- Outgoing, positive, and friendly demeanor
- Detail-oriented approach to managing projects and logistics
- Fondness for travel and the ability to attend domestic events

Compensation

- Annual salary \$55,000-\$60,000; retirement plan; health insurance
- Paid annual leave and sick leave along with holidays

Work location

- The ideal applicant will be located near or willing to relocate near Charleston, SC, or Philadelphia, PA. This position may follow a hybrid work structure. Highly experienced candidates may be considered for a fully remote arrangement.

Application process

- Interested parties should send a letter of interest and CV or résumé to Catherine Carlisle, Manager of Educational Programs, at ccarlisle@decorativeartstrust.org. Applications will be accepted until the position is filled, with an initial review set to begin on February 16.