



**Position Title:** Folk Art Coordinator  
**Supervisor:** Director of Programs and Events  
**Department:** Programs and Events  
**Status:** Grant-Funded; 8-12 hours per week  
(including some nights and weekends)  
**Hourly Rate:** \$15/hr

**Position Overview:**

The folk art coordinator will be assigned to support cultural preservation through the investigation, documentation, and presentation of folk and traditional arts in the Northeast Region of Pennsylvania. This will include but is not limited to conducting fieldwork in under-represented communities, providing assistance to artists through workshops or programs and documenting these discoveries through the process.

**Responsibilities:**

- Conduct fieldwork to document and preserve important artistic traditions in various Northeast Pennsylvania communities in the following counties: Lackawanna, Luzerne, Pike, Susquehanna, Wayne, and Wyoming.
- Work with the Director of Programs and Events to create an infrastructure for the preservation and presentation of traditional arts across this six-county region.
- Coordinate Folk and Traditional Arts programs under the direction of the Director of Programs and Events.

**General Duties:**

- Attend online or in-person meetings as requested by the Director of Programs and Events, and/or by the PA Council on the Arts Folk & Traditional Arts Partnership.
- Assist in the marketing of educational programs, including writing for social media.
- Assist with grant research and writing as requested by the Director of Programs and Events.
- Perform other duties as assigned by the Executive Director and/or Director of Programs and Events.

**Qualifications:**

- College graduate with BA in art history, art administration, art history, museum studies, or the humanities preferred.
- Minimum of two years of work experience in a museum setting in the education or public programs department preferred.
- Ability to demonstrate excellence and enthusiasm for audience engagement.
- Demonstrated commitment to diversity, equity and inclusion
- Experience with team leadership or management is preferred.
- Excellent public speaking, verbal and written communication, and interpersonal skills.
- Ability to synthesize complex information for communication to the general public.
- Experience working with schools and teachers is highly desirable.



- Ability to prioritize and multi-task activities without close supervision.
- Commitment to accuracy and attention to detail.
- Ability to stand, walk, and climb stairs throughout the facility for extended periods of time during tours and/or gallery presentations.
- Ability to commit such hours as necessary to complete assigned responsibilities. The job requires flexibility in terms of hours as it involves weekend and/or evening work.
- Skills with computer software used by the Everhart Museum: MS Office, Google Suite of Programs, video conferencing programs, various Adobe programs, etc.

**Application Process:** Please send your resume with “**Folk Art Coordinator**” as the subject of your email to [programs@everhart-museum.org](mailto:programs@everhart-museum.org). Interviews will be scheduled on a rolling basis.

**Certain individuals, in order to work or volunteer with children, are required to obtain clearances which may include the following:** Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and Federal Bureau of Investigation Criminal Background Check.

If you have questions regarding the clearance process, please visit [www.KeepKidsSafe.pa.gov](http://www.KeepKidsSafe.pa.gov). Individuals seeking clearances can go directly to [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) to create an individual account and apply for their child abuse clearance electronically.

Thank you for your continued commitment to keeping Pennsylvania's children safe.

*We are an at-will, equal opportunity employer committed to excellence through diversity and do not discriminate on the basis of sex, race, color, age, religion, national origin, disability, sexual orientation, veteran status or any other legally protected characteristic, in employment or other programs.*