



Position Available: Program Coordinator

Luminaria is a dynamic nonprofit arts organization dedicated to producing and promoting the arts of San Antonio, Texas, by managing the iconic Luminaria Contemporary Arts Festival, the Working Artist Fund, and culturally driven creative PlaceMaking.

Immediate Supervisor: Executive Director

Broad Function: Assist with the production of year-round events including the Luminaria Contemporary Arts Festival. Assists in coordination of internal organization processes and infrastructure that will allow the organization to continue to grow and fulfill its mission.

Competencies: Analysis, Collaborative, Conflict Management, Enthusiasm, Independence, Judgement, Listening, Negotiation, Self-Awareness, Strategic Skills, Tenacity

Primary Responsibilities:

Working with the Executive Director

- Assist the ED with meeting preparation
- Assist with contracts and other legal documents and agreements

Working with Artists & the Public

- Timely communication with artists regarding contracts, grant reports, and deliverables
- Vet, coordinate, and respond to inquiries from artists, partners, donors, sponsors, and the public
- Attend and network at arts events throughout the year

Operations/Office Management

- Records management
- Ensure smooth daily operations of physical location
- Coordinate tech needs for office and events

Skills and Qualifications

- High School Diploma required, Associates and BA preferred

- Strong operations management experience preferably in an arts non-profit organization
- Excellent people skills
- Personal qualities of integrity, credibility, and commitment to the arts
- Flexible and able to multi-task; can work independently within a fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities
- Quickbooks, Microsoft Office/Adobe, Social Media experience
- Personal vehicle and valid drivers license

Time Requirements

- 35-40 hours per week depending on workload/event schedules
- Additional hours required for the Luminaria Contemporary Arts Festival
- Regular Schedule: Monday – Friday; 10:00am – 6:00pm
- Some nights and weekends required
- Flexibility to work from home or office

Compensation

\$40,000 annual, 401K match, holidays, and paid time off

How to Apply

- Send a one-page resume, brief cover letter, and 3 references (to be contacted upon final selection) to admin@luminariasasa.org with the subject "Program Coordinator Position"
- No phone calls or follow-up emails
- Open until filled. Immediate hire

Diversity Policy

Luminaria is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. We embrace and respect our differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make us unique.