



YOSEMITE
CONSERVANCY

Art Programs Coordinator

Position type: Full-time, Non-Exempt, Subject to Furlough

Reports to: Director of Art Programs

Location: Yosemite Valley / Yosemite National Park

The Art Programs Coordinator is primarily a teaching role with Yosemite Art Center at Happy Isles Art and Nature Center in Yosemite Valley. The coordinator oversees the development of curriculum for and instructs classes for the Classes include Paint & Sip, Custom Classes, Open Studio, and Virtual Watercolor Workshops. This position supports the Director of Art Programs with day-to-day operations of art program offerings, most specifically the Art Classes. This role is responsible for developing art supply kits specific to each week's art class as well as ordering class and retail supplies based upon the needs of the season schedule. This position is supervised by the Director of Art Programs and works cooperatively with the visiting volunteer artists, NPS staff and Yosemite Conservancy staff including Marketing and Communications, Retail Manager, Valley Complex Supervisor, Sales Information Assistants, Inventory Manager and the Outreach and Wholesale Coordinator.

Who We Are

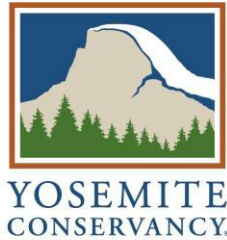
We are passionate about Yosemite — and about helping all people connect with, learn about, and take care of the park. As a member of the Conservancy team, you will be making a difference for Yosemite every day. We work together to provide enriching visitor programs and services, and to support projects that protect wildlife, restore trails and habitat, advance scientific research, inspire visitors, and much more.

What You will Do

The Art Programs Coordinator reports to the Director of Art Programs and is responsible for the following:

Leads:

- Develops curriculum for new art classes, activities, and kits that incorporate relevant interpretive themes as well as current grant funded work in Yosemite
- Instructs Paint & Sip, Custom Art Classes, and Virtual Watercolor Workshops
- Coordinates art supply kits that are tailored to each week's art class and creates appropriate display signage for kits.
- Merchandises products in an enticing and engaging way.
- Prepares and transfers supplies to be sold at the Yosemite Valley Visitor Center bookstore; coordinates with bookstore manager.
- Submits sales orders to Inventory Manager for appropriate class supplies for the season
- Functions as a Sales Information Assistant as staffing and volume requires.
- Learns and applies the cash handling policies of Yosemite Conservancy: data capture credit card purchases; proper check acceptance procedures; and cash register/point of sale system operations
- Assist visitors with accurate information according to National Park Service regulations
- Work cooperatively with other employees of the Conservancy and the National Park Service



Supports:

- Ensures classes are conducted in a safe, instructive, enriching manner
- Register participants for Art Center programs.
- Introduce each class to orient participants to the site and the Conservancy
- Explores new ventures for the Art Center in cooperation with Director of Art Programs
- Assists with providing logistical and content support to guest artists and participants
- Mentors/collaborates with Yosemite Leadership Program Intern and support children's class instruction

Who You Are / Keys to Success (the must-haves)

To be successful in this job, you will excel in these areas:

Hard skills:

- Demonstrated ability to implement a range of operations and logistics.
- Strong office administration, computer skills, and ability to work with new software and technology.
- Strong pedagogical knowledge of art instruction.
- Highly proficient with creating and instructing watercolor.
- Competent creator of art in several other mediums.
- Versed in most major forms of art medium and able to instruct most mediums at a novice level. Ability to learn new mediums.
- Strong working knowledge of Yosemite National Park and its ecosystems.
- Strong computer skills and high comfort with technology especially in layout (Publisher) and Adobe Creative Suite programs, with the ability to master Retail Pro and Flybook.
- Ability to record and edit video content for virtual art instruction offerings.
- Valid Driver's license.

Soft skills:

- Commitment to the mission, values, goals, and success of the Yosemite Conservancy and to advancing a culture of inclusion in the organization and in Yosemite.
- Ability to work independently and in a group setting.
- Excellent communication and relationship skills with a variety of internal and external stakeholders.
- Work in an organized manner and have good multitasking and analytical skills, demonstrate attention to detail, including a penchant for adeptly managing competing demands.
- Ability to defuse difficult situations with a calm, empathetic demeanor while also creating an environment where dissatisfied visitors or employees feel heard and supported.
- Collaborative, creative, and flexible with a sense of humor.
- Able to prioritize and act quickly and thoughtfully on the myriad of logistical challenges that are endemic to working in Yosemite National Park.



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- Highly independent, self-starter who displays initiative in taking on new projects.
- Creative thinker and open-minded problem solver with a calm and flexible demeanor.
- A genuine love of art, art creation, and the desire to share this joy with others.

The following are plusses, but not requirements:

- H.S. diploma required/college degree preferred.
- At least one year of leadership and instruction of art classes.

Working Conditions

- Dynamic busy visitor center environment.
- Primarily instructional role in both indoor and outdoor field classroom environments.
- Meeting and collaborating with a variety of NPS and Yosemite Conservancy employees.
- Lift, carry, and position objects weighing up to 30 pounds when moving supplies.

What Else You Should Know

We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is full-time and based in Yosemite Valley, in Yosemite National Park. This is primarily an in-person job at Happy Isles Art and Nature Center in Yosemite Valley. Housing in El Portal is available.

This is a non-exempt position 9 months of the year with a 3-month furlough. Compensation is \$17-\$19/hour, depending on experience.

We also offer excellent benefits, including:

- 11 annual holidays and 2 floating personal days
- 100% paid premiums for employee health insurance
- vision and dental insurance
- basic life insurance
- vacation and sick leave
- retirement program and contribution (following one year of employment)
- annual National Parks pass
- and more



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How to Apply

Submit cover letter, resume, three references and a brief art portfolio in a single PDF to aripple@yosemite.org. Deadline for application materials is January 30, 2023.