



COMMUNITY ARTS COORDINATOR

United Arts Wake County seeks a part-time Community Arts Coordinator. The Community Arts Coordinator will report to the Vice President of Programming and will be responsible for:

- coordinating and executing two-four grant programs per year
- administering the IDEAL Summer intern program
- supporting municipal public art projects
- assisting with grant applications and other programs

Skills and Qualifications: Bachelor's degree and experience in the arts required. Applicant should be highly organized, detail oriented, self-motivated, and flexible. Applicant should have effective project management, written and oral communication, customer service, computer/database, and time management skills. Preferred: connection to Wake County's diverse arts community; proficiency with Office365; familiarity with Salesforce and Submittable, experience in grant management and public art.

Physical Requirements: Majority of work will be indoors Monday through Friday. Must have ability, with advance notice, to work special events outside of normal working hours. Some carrying/lifting of materials and travel required.

Location: Remote office work with ability to travel to community meetings throughout Wake County, NC as necessary.

Compensation and Benefits: \$20 per hour for 20 hours per week. United Arts observes 12 holidays annually, including office-wide weeklong breaks in December and July, plus offers a generous Paid Time Off policy.

To Apply: Qualified applicants should email the following to Ragen Carlile at rcarlile@unitedarts.org with subject: Community Arts Coordinator:

- Cover letter – include what excites you about this position
- Resume
- Three professional references

No telephone calls.

Application deadline: May 8, 2026

United Arts is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. United Arts does not and shall not discriminate on the basis of race, color, ethnicity, national origin, religion, age, disability, genetic information, gender, gender expression, sexual orientation, pregnancy, marital status, military status, or economic status.