



### **COMMUNITY ENGAGEMENT COORDINATOR**

The Community Engagement Coordinator (CEC) will help design and nurture strategic and sustainable partnerships with neighborhood and community-development groups, city agencies, local nonprofit organizations, public libraries, schools, and other civic institutions through TJC's downtown Spartanburg exhibition space, TJC Gallery. The CEC manages TJC's public profile including social media, special events, and website and print media for exhibition marketing and programming. This is a frontline position that requires daily interaction with visitors and the community via TJC Gallery and other TJC venues and exceptional customer service and time management skills are a must. The Community Engagement Coordinator broadens community engagement and forges new partnerships in support of TJC's core belief in the transformative power of art to change individual lives and communities at large.

**Please submit letter of interest, resumé, and two writing samples to Sarah Tignor, [stignor@johnsondevelopment.net](mailto:stignor@johnsondevelopment.net) or The Johnson Collection, 100 Dunbar Street, Suite 203, Spartanburg, SC 29306.**

### **THE COLLECTION**

Located in Spartanburg, South Carolina, the Johnson Collection offers an extensive survey of artistic activity in the American South from the late eighteenth century to the present day. The Johnson family is committed to creating a collection which captures and illuminates the rich history and diverse cultures of the region. By making masterworks from its holdings available for critical exhibitions and academic research, the collection hopes to advance interest in the dynamic role that the art of the South plays in the larger context of American art and to contribute to the canon of art historical literature. The collection also seeks to enrich its local community by inviting the public to interact with

these inspiring works of art. For more information about the collection, please visit [www.thejohnsoncollection.org](http://www.thejohnsoncollection.org).

## **SPARTANBURG**

A city that prides itself on being “historically Southern” and “culturally modern,” Spartanburg, South Carolina is located in the foothills of the Blue Ridge Mountains. Strategically situated at the intersection of interstates 85 and 26, the city of 40,000—part of a greater metropolitan area of over 250,000—has been described as the “crossroads of the New South,” a place where commerce and community meet to foster a dynamic business environment and enviable quality of life. Drawing on its history as the state’s textile manufacturing capital, Spartanburg continues to be a hub for economic development and innovation. Recognized as an official “College Town, USA,” Spartanburg counts six diverse institutions of higher education among its residents, giving it the highest per capita college student population of any major city in South Carolina. The city’s collective commitment to the arts—rooted in a rich creative heritage—is borne out in the wide array of cultural offerings sponsored by organizations such as the Arts Partnership of Spartanburg and Hub-Bub. A place dedicated to active living, Spartanburg holds a national designation as a bicycle-friendly community.

## **ESSENTIAL JOB QUALIFICATIONS**

Four-year college degree in art history, museum studies, English, or related field.

Prior work or volunteer experience preferred in art, non-profit, or related field.

Excellent writing ability, as well as outstanding editing and proofreading skills.

Expertise in managing website content maintenance systems and social media platforms.

Experience developing and implementing collaborative projects with cross-institutional teams and through community outreach.

Congenial nature with an innate sense of hospitality and welcome.

Strong Microsoft Office Suite and Windows knowledge; Adobe Creative Suite familiarity preferred; comfortable with basic digital photography; familiarity with collection management or parallel inventory software is a plus.

### **CHARACTERISTICS, DUTIES, AND RESPONSIBILITIES**

Greet and educate visitors at TJC Gallery as well as other TJC venues as needed. TJC Gallery is open Wednesday through Saturday from 12pm to 4pm and for ArtWalk (the third Thursday of each month) from 5pm to 8pm.

Coordinate and oversee general gallery maintenance and supply needs.

Facilitate speaking engagements and group visits at TJC Gallery and other venues.

Assist with planning and execution of collection events and programs, such as ArtWalk, educational tours, outreach activities, and all other public programming. Represent the collection at various community and cultural happenings and enterprises.

Photographically document TJC's events, programs, and collections for all web and social media platforms and TJC archives.

Compose, design, update, and rotate lively promotional and educational content for collection website through TJC's content management system. Produce and distribute monthly TJC email newsletters.

Respond to queries from media and the general public. Proactively establish and maintain effective working relationships with media representatives in all forms.

Promote collection mission, activities, and acquisitions through TJC social media platforms, including Facebook and Instagram; bring attention to non-TJC Southern art and culture events; serve as advocate for appropriate Spartanburg arts/non-profit efforts.

Manage TJC presence on external media sites, including but not limited to Spartanburg ArtWalk website, Google business page, etc.

Work with internal colleagues and external partners in the development and execution of TJC's exhibition and outreach initiatives, including the creation and installation of interpretive didactics and graphics, collateral materials, and public programming.

Uphold The Johnson Group's guiding principles in every facet of duties.

Maintain strict confidentiality regarding all sensitive collection information.

Perform other duties as assigned.

Ability to lift 35 pounds, with art handling experience as a plus.

This is a full-time (40 hours per week), permanent position beginning at \$18/hour with standard company benefits including medical insurance, vacation and sick time, holidays, and a 401 (k) plan. Scheduled hours are primarily Monday – Friday, 8:00am – 5:00pm with intermittent evening and weekend hours for special events and other programs, as well as Saturday gallery staffing from 12:00pm – 4:00pm.

#### **EQUAL OPPORTUNITY EMPLOYER**

TJC provides equal employment opportunities (EEO) to all applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. TJC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*