



PRESENTED BY
3 RIVERS

SATURDAY, AUGUST 24, 2024

EMPLOYMENT OPPORTUNITY: ACCESSIBILITY COORDINATOR

The Accessibility Coordinator will assist in recruiting performing artists of diverse abilities, hire individuals to serve as our accessibility staff, track and report accessibility staff hours, and coordinate transportation of artists to and from the festival, as well as around the festival footprint, and handle all logistics regarding grant-funded Accessibility efforts as they relate to Taste of the Arts.

REPORTING

The Accessibility Coordinator will report directly to Arts United. They will work alongside Arts United, Audiences Unlimited, Inc. (AUI), the Accessibility Committee, and the Taste of the Arts Steering Committee to ensure the execution of the following Festival components:

Artist Recruitment and Coordination

- Identify and invite up to (8) performers/performance groups of diverse abilities to participate in the Festival
- Work with the Performance Committee to contract participating performers
- Coordinate all schedules, stage logistics, and transportation details for performers and communicate information to Arts United

Accessibility Staffing Recruitment

- Identify and hire Performance Liaisons for performers/performance groups (quantity to be determined based on Festival needs)
- Train Performance Liaisons with input from the Performance Committee
- Manage Performance Liaisons during the 2024 Taste of the Arts Festival

Festival Accessibility for Artists and ASL interpreters

- Create and coordinate schedule for day-of performer transportation in collaboration with the Logistics/Accessibility/Performance Committees
- Relay general festival accessibility information with Performance Liaisons to share with performers
- Document needed accommodations and communicate these with the Performance Committee
- Coordinate ASL interpreters with the Performance Committee to assign them to the appropriate Festival performance schedule
- Act as liaison for ASL interpreters at the Festival



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This individual will be expected to be present during the 2024 Taste of the Arts Festival on Saturday, August 24, 2024 and at monthly Steering Committee meetings. This individual shall be accessible for any last-minute logistics or changes for the two weeks leading up to the Festival. Other responsibilities may be assigned throughout the summer as additional needs are identified prior to the Festival.

Administration

- Work with relevant staff to provide schedule and specific needs or requests of artists and accessibility staff
- Submit artist honorarium contact information to Arts United
- Track, record, and submit performance accessibility staff hours to AU for payment
- Other administrative duties related to the performances and accessibility responsibilities described above as assigned

QUALIFICATIONS

- Self-starter with strong problem-solving skills
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Previous work experience in disability and accessibility services preferred
- Able to drive a golf cart (provided by Arts United)

COMPENSATION

This position will be compensated at a rate of \$24/hour not to exceed a total of 168 hours. The position is seasonal and hours may be scheduled between April 2024 – September 2024.

The Accessibility Coordinator will be a sub-contracted 1099 hire with Arts United. As such, the coordinator will be responsible for any federal and state taxes. The coordinator will submit invoices to Arts United for payment via ACH transfers.

TO APPLY

Please submit a resume, cover letter, and three references (professional/personal accepted) to Heather Closson, VP of Community Engagement at hclosson@artsunited.org.