



## **Cultural Arts Coordinator, PT-IMRF**

**Mt. Prospect Park District**

**Contact Name:** Mary Kiaupa

**Contact E-mail:**

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**Closing Date:**

**Salary:** \$18/hour +, depending on qualifications

### **Description:**

Incorporated in 1955 and encompassing more than 454 acres, the Mt. Prospect Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, biking and walking paths, a dog park and sizable space for outdoor athletic programming. The District covers over 11 square miles and serves a region of over a quarter million residents in Mount Prospect and surrounding communities.

The Mt. Prospect Park District's Cultural Arts Department has a new opportunity for a part-time, IMRF-eligible (Illinois Municipal Retirement Fund), Cultural Arts Coordinator. The part-time/IMRF Cultural Arts Coordinator is responsible for assisting with the coordination of programs and directly supervising programs within the Cultural Arts department, mostly involving visual arts. Responsibilities include scheduling and teaching Art Studio classes for beginning to advanced level youth students, assisting with the purchasing and inventory of product, assisting with brochure entries, communication with all parties, registration procedures and other administrative duties as assigned. The part-time/IMRF Cultural Arts Coordinator can expect to work 25 hours per week on average, but less than 1,500 hours annually, with a varied schedule that includes hours during the week and on the weekend. Candidates must be able to successfully pass a criminal background check.

The starting pay rate for the part-time/IMRF Cultural Arts Coordinator is \$18+ per hour, depending on qualifications. Plus, we offer benefits including IMRF/pension benefits, paid time off, park district facility and programming usage benefits and discounts, and a 457 deferred compensation plan.

Please follow this link for more information and to apply:

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Cultural+Arts>

The Mt. Prospect Park District is an Equal Opportunity Employer.