

## Public Art and Careers Coordinator

*AmeriCorps service opportunity at North Dakota Council on the Arts | 105 N 4<sup>th</sup> St, Bismarck, ND, 58501*

**Length of Service:** Late July 2025 through December, 2025 (flexible)

**Overview:** Support the operations of *Arts Across the Prairie: Placemaking in Rural North Dakota*, a large-scale public art program. Build learning opportunities for artists in North Dakota. Promote public art while assisting in projects supporting the United States' semiquincentennial.

This position has the capability to be in-person from Bismarck, hybrid, or remote. Candidates may live and work from anywhere in North Dakota. Candidates may also live in border communities of Minnesota, Montana, or South Dakota, provided there is close proximity to North Dakota.

**Expectations:** 300 hours per year, approximately 15 hours per week over the 20 week service period, flexibly scheduled.

**Compensation:** Compensation will consist of \$3500 living allowance per year and \$1,565.08 educational award.

**Reporting:** The position will report to the Host Site Coordinator, Program Manager Tobias Zikmund, for tasks, timeline, and responsibilities.

**Responsibilities:** This position will support North Dakota Council on the Arts in building capacity for *Arts Across the Prairie: Placemaking in Rural North Dakota*. This program celebrates the unique history, landscape, and cultural heritage of North Dakota through large-scale public art.

The AmeriCorps member will support program operations, the expansion of educational and professional development programming, and the promotion of public art. This will be achieved through the following objectives:

- **Objective 1:** Support *Arts Across the Prairie: Placemaking in Rural North Dakota*.
  - Support ongoing grant activity, including through researching grants and drafting applications.
  - Partake in routine community stakeholder meetings and assist in communications to those groups.
  - Create social media posts for Facebook and Instagram showing program activity. Assist in building out each region's website page with surrounding attractions and project background.
- **Objective 2:** Support routine education programming and professional development opportunities for artists.
  - Speak with constituents and review past feedback to identify relevant learning topics and subject matter experts. Assist in scheduling education programming and contracting experts. Work to establish quarterly opportunities and then work towards higher frequency.
  - Assist in building website, scheduling, and payment infrastructure for "Artist Career Consultations," a program to match artists with subject matter experts on art, business, and professional topic on demand.

- Identify and build roster of applicable Artist Career Consultants.
- **Objective 3:** Build NDCA capacity to further support public art efforts in North Dakota.
  - Coordinate with the Executive Director to support NDCA's "America 250" activities for America's semiquincentennial in July 2026.
  - Assist in identifying and reaching out to public artists and community-engaged artists in North Dakota.
  - Assist in building a CRM to track constituents.

**Qualifications:**

- Bachelor's Degree in visual art, art history, graphic design, graphic communications or a related field. Experience in similar work, whether through past employment, internships, campus learning, or other. Education may be substituted with experience on a year for year basis.
  - Think you're qualified but don't quite meet these qualifications? Reach out.
- Excellent written and oral communication skills, organizational skills, interpersonal skills, team-oriented disposition
- Research savvy in searching for, finding, and interpreting information
- Complete tasks with minimal supervision; ability to learn from past examples and available program information
- Graphic design (Illustrator, Photoshop, etc), website management, and grant writing experience are a major plus

**Impact:** The AmeriCorps member will advance the role of art in North Dakota, supporting the creation of large-scale public artworks and the awareness of and belief in public art's power. Community stakeholders and the public will be included, involved in, and aware of program and statewide developments. The member will help equip artists with the learning and development they need to advance in their careers.

**To apply:** Send resume and cover letter to Tobias Zikmund, Program Manager, at [tzikmund@nd.gov](mailto:tzikmund@nd.gov) by July 22. Applications will be considered on a rolling basis.