



Position Description

Type of Position: LINKS AmeriCorps Member

Length of Term: Approx 45 hours a month for 10 months. 450 hours total.

Application Deadline: Open until filled.

Service Dates: Sept. 1, 2009 through July 1, 2010. Flexible.

Interviews: Applicants are interviewed & placed on an on-going basis until position is filled.

Position Title: BRING Gallery Exhibit Coordinator (1 position)

Project Sponsor: BRING Recycling; BRING Gallery; www.bringrecycling.org.

Sponsoring Organization's Mission: Helping people understand how the stuff we use shapes the planet we share.

Project Location: The Planet Improvement Center, 4446 Franklin Blvd, Eugene, OR 97403

Transportation Information: One block from EmX rapid transit, McVay Station; LCC-Springfield busline # 85 stop at entrance; easily accessible by bike or car.

Position Summary: Help a leading conservation organization increase public understanding of environmental issues through a much visited gallery devoted to art featuring reclaimed or waste materials. Help BRING to reach more people, increase public understanding of sustainability and the environment, and bring art to an underserved population in a low-income, commercial/industrial area of our community.

General Responsibilities (to include, but not limited to):

1. Research work to be displayed. Contact artists/craftspeople to review work.
2. Help develop selection committee and process by which art is juried.
3. Establish parameters for space appropriate work (safety/security issues, size limits, fragility, display needs, etc.).
4. Schedule 5-8 shows throughout the year, with commitments six months to one year ahead.
5. Coordinate delivery, installation and take down of work.
6. Coordinate exhibit announcements and other related publications. Promote exhibits in the media.
7. Promote & organize opening receptions including: solicit refreshments donations; set up; host & clean up.
8. With Volunteer Coordinator, develop volunteer pool to assist with gallery tasks such as hanging shows and staffing events.
9. Help produce gallery related events including lectures and workshops.
10. Coordinate use of gallery space with staff/volunteers.
11. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
12. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
13. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Member must be available weekends and evenings for receptions and some events.
2. Must be at least 21 years of age.
3. U.S. citizen, national or lawful permanent resident.
4. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
5. Ability to commit to the full term of service for which they are applying.
6. Submit to a criminal history background check and National Sex Offender Registry search.
7. Regular and reliable attendance.

Preferred Qualifications:

1. Education or work background in arts administration, or equivalent.
2. Understanding of the arts world.
3. Understanding of how art and the environment are linked.
4. Strong verbal and written communication skills.
5. Strong organizational skills, including time management and record keeping.
6. Ability to work independently or as part of a team.
7. Ability to follow projects through to completion.

8. Ability to work with people from different social and ethnic backgrounds.
9. Good computer skills including Windows XP, Microsoft Office Suite, web navigation, e-mail and simple page layout.

Member Benefits Include:

- Upon successful completion of a term of service, eligible members receive an education award of \$1,250. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of the accrued interest on qualified loans, which is taxable).
- Exposure and introductions to community leaders, organizations and institutions based on the goals and interests of the member.
- Course credit may be available.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to info@bringrecycling.org.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the project? Contact: Julie Daniel, Director, 541-746-3023 or julied@bringrecycling.org or Michele Piastro, Volunteer Coordinator, 541-606-9093 or michelep@bringrecycling.org.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

Erika Johnson

LINKS

2500 NE 65th Ave

Vancouver, WA 98661

p 360) 750-7500 x 114

f 360) 360-694-2491

links.recruitment@esd112.org

Unable to Apply On-line? Click here: <http://www.esd112.org/links/resources.html>.

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www.esd112.org/links