

AMERICORPS MEMBER – COMMUNITY ARTS & PROGRAM COORDINATOR

Bismarck Art & Galleries Association

Operated as a 501(c)(3) nonprofit organization, Bismarck Art & Galleries Association has been promoting and supporting the visual arts in central North Dakota since 1974. Located in downtown Bismarck, BAGA serves as a vibrant gathering place where artists, students, families, and community members engage with the arts through exhibitions, classes, workshops, and signature community events.

BAGA presents monthly exhibitions, adult art classes, and large-scale community events including Capital A'Fair, Artful Palate, and fundraising initiatives that support arts accessibility. Our gallery features rotating exhibitions, a member artist gallery, classroom space, and serves as a hub for creative collaboration across generations.

MEMBER ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The AmeriCorps Member will support capacity building, community engagement, and event coordination to expand BAGA's impact throughout the region.

Responsibilities may include:

- Lead planning and coordination for community arts events including logistics, timelines, vendor communication, marketing coordination, volunteer recruitment, and community partnerships.
- Support signature events such as Capital A'Fair, Artful Palate, exhibition receptions.
- Strengthen community partnerships with local businesses, schools, civic groups, and artists to expand programming reach.
- Assist in developing new outreach programming designed to increase accessibility to the arts across diverse and intergenerational audiences.
- Oversee and update social media platforms to increase visibility and engagement.
- Develop marketing materials and storytelling strategies to highlight artist impact, community involvement, and donor support.
- Support volunteer coordination and recruitment efforts for events and programming.
- Work collaboratively with staff, board members, artists, and community stakeholders to advance BAGA's mission.

- Help create welcoming, engaging, and visually compelling experiences within gallery and outdoor event spaces.

QUALIFICATIONS

Required

- Highly organized with the ability to manage multiple projects independently.
- Strong written and verbal communication skills.
- Interest in arts, community development, and creative placemaking.
- Ability to collaborate with diverse partners including artists, business leaders, educators, and volunteers
- Attention to detail in planning, and professional communications.
- Positive, professional attitude and willingness to take initiative.
- Comfort working in both structured office environments and dynamic event settings.
- Commitment to community engagement and inclusive programming.

Preferred

- Experience in marketing, event planning, nonprofit work, or arts administration.
- Experience tracking program data and communicating impact
- Interest in visual arts, community development, or nonprofit leadership
- Creative eye for design and storytelling.

SERVICE SCHEDULE AND LOCATION

Service hours are scheduled in collaboration with the Executive Director. Flexible scheduling is available, with hours primarily occurring during business hours (10 am – 5 pm) and occasional evenings or weekends during events and receptions.

Primary service location:
Bismarck Art & Galleries Association
422 E. Front Ave.
Bismarck, ND 58504