

Charter Organizations



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**BAARN Project Local Coordinator Position Opening**  
 Accepting applications starting January 21, 2025

The [Bay Area Arts Response Network \(BAARN\)](#) is a new three-year project seeking a part-time Local Coordinator. This is a unique opportunity for an arts-engaged Bay Area individual to contribute to the health and resiliency of the arts sector. The Local Coordinator will serve as the point of contact for the national project team and guest faculty and consultants. The ideal candidate will understand and care about the working lives of artists and creative workers; be adept at communicating in person, online and in writing; be able to manage details and logistics with a good deal of autonomy; and either have experience in, or be willing to learn about, best practices in readiness and emergency planning in the arts. The application will expand from 8 to 16 hours/week over the life of the project with a goal of then becoming a permanent half-time position. Applications accepted until filled; [view a full job description and application information here.](#)

The Bay Area Arts Readiness Network (BAARN) project, funded by The Hewlett Foundation, seeks to improve emergency preparedness among artists and arts organizations through advocacy and outreach to raise awareness, provision of resources and training that address the context of performing arts, distributions of basic tools to assist with disaster planning and advocacy, and provision of sub-grants to support network development and institutional preparedness. As part of this project, the National Coalition for Arts Preparedness and Emergency Response (NCAPER) and its partners will fund a Local Coordinator position. The Local Coordinator will work directly with artists and arts organizations on a local level, providing information and assistance to artists, arts organization staff, and board members in regard to effective emergency preparedness. The Local Coordinator will work with the Project Central Team of three NCAPER staff, and with local and national contract personnel. [Read the full project brief here.](#)

NCAPER will host a Local Coordinator at the equivalent of 8 hours a week for Year 1, 12 hours per month for Year 2, and 16 hours a week for Year 3, with a plan to be at 20 hours per week by the Project's end, to help sustain the network in the future. The Local Coordinator will support the central project team in all aspects of BAARN's emergency preparedness and networking activities for the Bay Area's artists and arts organizations. Their specific responsibilities include outreach to artists and organizations, program scheduling and hosting, assisting in project evaluation through collecting and analyzing survey results and input, and

assisting with emergency/crisis response if necessary. The Local Coordinator's work will occur simultaneously with other BAARN project activities and make use of BAARN outputs, such as training programs and information resources. Goals, objectives, deliverables and evaluation plans will be defined in an individualized work plan to be created at a training and planning meeting in early 2025. The Local Coordinator will work under the day-to-day supervision of BAARN Project Manager Tom Clareson. Typical duties anticipated for the Local Coordinator include:

- Communications with artists, artist networks and arts organizations in the region to raise awareness of the need for and value of emergency preparedness, including such activities as: site visits; facilitating conference and training events; developing and delivering communications through social media, listservs, blogs, newsletters, and/or other relevant sources; and coordination, utilization, and support for local implementation of BAARN project-wide communications.
- Securing space for, scheduling, and facilitating training programs for artists, artist networks and local organizations using locally and/or project-designed training curricula/materials.
- Provision of locally relevant information resources to support emergency preparedness for artist networks and arts organizations through the project sponsor and/or partner websites as appropriate.
- Set-up and scheduling of consultations with artists and arts organizations about emergency preparedness, formally and informally, in-person and via email and telecommunications. Work may include setup, facilitation of planning meetings.
- Assistance when possible in local response and recovery efforts when emergencies happen that affect artists and arts organizations.
- Encouragement and support for development and/or engagement of artists, artist networks and arts organizations in local emergency support networks.
- Working with the BAARN Project Advisory Committee including communications and attendance at virtual or in-person meetings.
- Work with central project staff to conduct assessments and evaluations.

#### SKILLS and KNOWLEDGE:

Required:

- The Bay Area arts environment and ecology
- Artist business practices



- Arts management practices
- Effective communicator: written, speaking, developing and delivering effective online/social media content
- Event management and meeting logistics
- Accessibility
- Self-directed and able to work autonomously

Preferred:

- Emergency response and management

Start date: Anticipated between March 1 - March 30, 2025, dependent on the selected candidate's availability.

Salary range: This is a contract remote position, located in the Bay Area. The selected candidate will likely be housed within a local arts organization; if this is not provided, they will work from their own home base. The time and salary budgeted is \$35/hour @ 8 hours per week in the first year; 12 hours per week in the second year, and 16 hours per week in the third year.

Please submit a cover letter and resume to Project Director Tom Clareson at [tclareson@ncaper.org](mailto:tclareson@ncaper.org). This position is open until filled.