



| 409-632-0388

Location: 13330 Settegast Road | Galveston, Texas 77554

artistboat.org | info@artistboat.org

Inspiration and education through unique coastal experiences

Title: Residency Program Coordinator
FLSA Status: Salaried Exempt
Reports To: Operation Director
Pay Rate: \$45,000 to \$53,000
Salary dependent on years of experience in program coordination and leadership; management and training of outdoor, environmental, and arts program staff in non-formal educational environment, and depth of knowledge of Galveston Bay and Gulf environmental community.
Benefits: Benefits at time of hire include health care contribution, vision and dental, IRA, Short/Long Term Disability/Life Insurance, Holiday Pay, and Paid Time Off

Essential Function: The goal of the Residency Program is to deliver true integration of art and science that culminates in projects that beautify campuses and public spaces. The Residency Program Coordinator is an entry level management position and primarily responsible for assisting the Operation Director in fostering, designing, managing, maintaining, and growing Artist Boat's Residency Programs, which include Eco-Art Residencies, Nativescapes, Summer Camps, and Public Art installations including Project SIT. Primary duties include day-to-day operation of the programs (inclusive of assuring residency staff assignments and duties are completed; equipment, supplies, logistics and communications are sufficient for the day's programs; and delivery of programs 66% of the time). A large focus of this position is on maintaining and fostering smooth operations of program and implementing processes for proper management and obtainment of the program resources (vehicles, equipment, supplies, and destinations).

The ideal candidate will possess the following qualifications and personality traits:

- Minimum bachelor's degree of Fine Arts
- 3-5+ years' experience delivering fine arts education to K-12th grades
- Technical art knowledge and ability to fabricate public art works.
- Experience delivering and planning events for 25 to 50 learners
- Mature, credible and comfortable speaking in front of large groups and audiences with advanced interpretive skills to convey art and science knowledge and skills
- Advanced skills in Microsoft Office Suite, Excel, Online Registration Systems, and database management (such as Survey Monkey)
- Exceptional writing and interpersonal skills.
- Willingness and ability to transfer to Apple computer and companion software
- Grant writing and/or grant management experience
- The ability to assist in managing multiple projects with various funding agencies, setting timelines, tracking budgets, and setting priorities simultaneously while meeting deadlines and deliverables.
- Highly motivated, natural leader that fosters and maintains collaboration and partnership
- Deadline driven planner seeking to gain a high level of performance in the field of environmental education.

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- Reliable, tolerant and able to work with partners and direct reports face to face and over the phone to foster connections and sustain proactive communication to meet deliverables and sustain momentum.

Key Responsibilities:

Program Vision, planning and development:

- Carries out the initiatives of the Executive Director and Board of Directors in accordance with the strategic plan and leads Artist Boat in fulfilling its mission to promote awareness and preservation of coastal margins and the marine environment through the disciplines of the sciences and the arts.

Program and plan implementations

- Coordinate, co-design, implement and deliver school day, after school, and weekend residency programs and camps funded by grants, partners and private pay customers throughout the greater Houston Galveston region.
- Coordinate the daily tasks of Eco-Art Educators working on residency programming
- Model professional standards of program delivery for Eco-Art Educators
- Foster the integration of art and science to the highest standards for residency, workshop and adventures.
- Assure the deliverables are met before any ribbon cuttings or deadlines for installation of public art, nativescapes, signage, and other residency programs
- Responsible for general upkeep, maintenance and repair of equipment and oversight of work outsourced.
- Establish mechanisms for volunteers to assist with residency programs.
- Assure all installations meet professional standards in the media used.
- Inventory, maintain and repair Project SIT.

Budgeting, fundraising, grant management

- Assist and recommend allocation of resources for program effectiveness and efficiency including ordering equipment and supplies in advance, and alignment with the grant contracts allowable expenses
- Assist in grant reporting for all residency programming
- Establish protocols for managing the Eco-Art Barn, studio, kiln, installation of public art and nativescapes.
- Assures collection and record keeping of statistical data on demographics of the Residency Programs.
- Review goals and objectives with the Operations Director on a weekly, monthly, and quarterly basis.
- Assure vehicle and equipment logs are used and filed in a timely manner.

Communication and Safety

- Assist the Operations Director with communication with residency program partners
- Outreach through conferences, networking events, fundraisers and festivals
- Social media marketing of residency programs

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Supervisory

- Daily coordination of Eco-Art Educator's tasks
- Delegate tasks clearly and concisely with deadlines so residency staff are accountable and responsible for program goals
- Maintain a high standard of delivery to participants through a cycle of training, monitoring and feedback that will maintain and foster Artist Boat's reputation.

Other

- Be willing and able to drive own vehicle to destinations through out the Galveston Bay region.
- Be able to tow kayak and / or habitat trailer
- Be able to utilize personal cell phone to communicate with co-workers, partners, teachers, and some participants in the field
- Be able to obtain and sustain American Canoe Association Level 1 or 2 Kayak Instructor Certification
- Ability to communicate with coworkers, partners and participants in person, by email and by phone in a prompt and direct way to avoid misunderstandings.
- Enjoy working with people as much as being in the field and also documenting and reporting on program achievements and/or data.
- Sustain the standards implemented and developed over the history of Artist Boat

Email full application package (Cover Letter, Resume, Transcripts, and 3 Professional References) to executive.assistant@artistboat.org by Monday, December 8, 2025. Artist Boat is an equal opportunity employer.

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