



POSITION DESCRIPTION

JOB TITLE: Partnerships Coordinator
GRADE/STATUS: Non-Exempt
REPORTS TO: Director of Partnerships
EFFECTIVE DATE: Immediately

POSITION SUMMARY

The Partnerships Coordinator is a vital Creative Capital Foundation team member helping to expand the organization's national and international network of artists, educators, industry experts, corporate sponsors, and supporters. This is a dynamic role that necessitates a friendly personality, willingness to assist, task-oriented thinking, efficiency, and attention to details. This position reports to the Director of Partnerships and provides key operational support to the entire organization, including its national artist community from coast to coast.

RESPONSIBILITIES

Partnerships Coordinator

- Provide day-to-day administrative support for the organization:
 - Greet visitors, including board members, artists, curators, and industry experts
 - Schedule meetings
 - Work with vendors for various services
 - Sort mail
 - Order supplies and monitor office equipment
 - Prepares and maintains office space to help ensure that spaces are ready for guests
 - Supports social media channels to promote Creative Capital artists, partners, events, and news
- Assists with planning for special events, logistics and promotion, including creating invitations and compiling guest lists
- Provide in-person support for Creative Capital meetings, artist panels, special events, artist gatherings, galas, fundraisers in-person and/or online
- Maintain the organization's master calendar
- Manage mailings for all Departments with a particular focus on those for Partnerships and the President and Executive Director
- Ambassador for the Creative Capital mission and artist community
- Other duties as assigned

QUALIFICATIONS, KNOWLEDGE, & SKILLS REQUIRED

- BA degree and two years of work experience in an arts organization
- Passion for contemporary artists working in the visual arts, film, dance, theater, music, technology, literature, and multidisciplinary forms

- Exceptional written and verbal communication skills in English
- Strong people skills, project management, and organizational skills
- Capacity to independently execute tasks with consistency, efficiency, and attention to detail
- Pleasant demeanor, diplomatic, and professional work style
- Ability to work independently and eager to collaborate across teams
- Ability to prioritize workload, problem solve, and handle multiple tasks while meeting deadlines
- Proficiency with Mac OS, MS Office, G-Suite, Salesforce or similar database, InDesign, Photoshop, and AI and other office technologies

The position is part-time, non-exempt, 15 hours per week with ability to work special events outside of M–F 10AM–6PM. Hourly wage: \$20 per hour. This role is based in New York City.

Send a cover letter and resume to: jobs@creative-capital.org. No phone calls please.

TO APPLY: Please send a resume and a professional cover letter in one PDF attachment, and describe how your skills and experience meet the qualifications, to jobs@creative-capital.org, using the following conventions:

Subject Line: [SURNAME] – Partnerships Coordinator
One PDF attachment: surname_coverletter and resume.pdf

Application deadline: October 15, 2026

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted.

ABOUT CREATIVE CAPITAL FOUNDATION

Founded in 1999, Creative Capital is a national nonprofit organization that defends artistic freedom of expression by directly granting individual artists creating innovative, risk-taking new works across the visual arts, performing arts, film, and multidisciplinary forms.

www.creative-capital.org

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.