



Program Coordinator

ABOUT CITY OF ASYLUM PITTSBURGH

City of Asylum Pittsburgh is a 501(c)(3) nonprofit that builds a just community by protecting and celebrating freedom of creative expression. We provide sanctuary to endangered literary writers and artists, so that they can continue to create and their voices are not silenced.

We offer a broad range of free literary, arts, and humanities programs in a community setting to build social equity through cultural exchange. And by transforming dilapidated properties into homes for our programs, we anchor neighborhood economic development.

City of Asylum was founded in 2004 and is the largest writer sanctuary in the world. Located in Pittsburgh, PA, we are the U.S. headquarters of the International Cities of Refuge Network (ICORN), and we do important work locally, nationally, and globally. We present over 150 free arts and humanities programs annually in Pittsburgh. Our international peers now deem us “the model for what a City of Asylum can be... expanding the idea of what is possible.” Our neighbors credit us with breaking down barriers of race, gender, and class in our community.

City of Asylum

40 W. North Avenue, Pittsburgh, PA 15212

Email: jobs@cityofasylum.org / Website: www.cityofasylum.org

JOB DESCRIPTION

The Program Coordinator is a key member of the programming team and works to facilitate a diverse portfolio of more than 150 annual public programs, which includes readings, panels, concerts, and film screenings. This role is charged with arranging honoraria and travel for artists, maintaining records of artist information, and acting as the front-of-house manager for roughly half of City of Asylum’s programs. The ideal candidate is an excellent communicator, detail-oriented, and a team player.

GENERAL DUTIES AND RESPONSIBILITIES

- **Artist Communications:**
 - Oversee all artist services, including arranging travel, accommodations, and hospitality for programs
 - Issue payments and per diems for artists

- **Record Keeping:**
 - Maintain existing spreadsheets and documents with program details, artist information, and other data.
 - Work with senior programming staff to track programming budget
- **Program Management:**
 - Act as front-of-house manager for 1–2 evening and/or weekend programs each week
 - Coordinate book orders for programs with City of Asylum bookstore staff
- **Other:**
 - Prepare City of Asylum houses for visiting artists
 - Supervise programming interns

PREFERRED EXPERIENCE AND SKILLS

- One year of event coordination or equivalent experience
- Excellent communication and interpersonal skills
- Proven ability to manage competing priorities and multitask in a high-volume environment
- Google Suite / Microsoft Office skills including, Docs/Word, Sheets/Excel, and Slides/Powerpoint
- Interest in the arts, human rights, and/or international issues

REQUIREMENTS

- Full COVID-19 vaccination by the start of employment
- Commitment to the values of Equity, Diversity, and Inclusion
- Night, weekend, and daylight work will be required

COMPENSATION & BENEFITS

- \$18–20/hr, based on qualifications
- Healthcare: \$250 monthly reimbursement (tax-free) for benefits or out-of-pocket medical-dental expenses
- Short-term disability insurance
- PTO: 12 days per year, increasing after 2nd year
- Paid holidays: 8
- Vanguard Simple IRA with 3% match
- Professional development funds
- Discounts at in-house restaurant and bookstore
- This is a full-time (40 hours per week) hourly position. The Program Coordinator will primarily work 10AM–6PM three days a week plus 1PM–9PM two days a week (dependent on programming schedule).

NON-DISCRIMINATION POLICY

City of Asylum Pittsburgh is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. It is our policy to be fair and equitable in our relations with our employees and applicants. Recruitment, hiring, placements, transfers and promotions, selection for training opportunities, wage and salary administration, decisions regarding separation from employment, layoffs, returns from layoffs, family care leave, social and recreational programs, and the application of all benefits and policies are based on individual qualifications for the positions being filled, and are also to be administered regardless of race, color, religion, ancestry, national origin, age (40 or older), sex, sexual orientation, gender, gender identity, marital status, political affiliation, veterans' status, disabilities (physical and mental), medical condition (including cancer and HIV status), and any other characteristic protected by law.

City of Asylum is committed to results-oriented management aimed at achieving equal employment opportunity and shall apply good faith efforts to seek out, employ, train, and promote women and minority group members. If, because of a disability, you need accommodations in completing this application or to participate in an interview, please contact us at info@cityofasylum.org or call 412-435-1110.

HOW TO APPLY

Please send a cover letter and resume to jobs@cityofasylum.org with "**Program Coordinator**" in the subject line.

Applications will be reviewed starting September 25th and considered on a rolling basis afterwards.