



Job Title: Programs Coordinator

Reports to: Board of Directors

Location: Raleigh, NC

Status: Contract Temporary Part-Time (25 hours per week)

Pay Range: \$19 per hour

Deadline to Apply: March 15, 2026



Qualified applicants should submit a cover letter, resume, and three professional references to <https://airtable.com/shrVuiYLou5z9ooFs>. No telephone calls.

ABOUT DIAMANTE

Diamante Arts & Cultural Center, the oldest Latino Arts & Culture organization in North Carolina. Diamante is dedicated to the preservation, development, and promotion of the culture, heritage, and artistic expressions of the diverse Latino/Hispanic community of North Carolina. Through its programs and activities, it reaches more than 50,000 people per year.

PROGRAMS COORDINATOR

The Programs Coordinator is responsible for organizing and coordinating various programs and events within the community and the center. Their role involves managing the logistical aspects of exhibitions, coordinating educational and outreach programs, and ensuring the smooth operation of gallery activities. You will also manage the logistical aspects of the organization's community events, responsible for promoting cultural awareness, understanding, and participation within the community. This role involves developing and implementing community programs and engagement initiatives, events, and programs that celebrate and embrace the diverse cultural heritage of the Latino community. The coordinator serves as a liaison between cultural organizations, community groups, and individuals to foster connections, inclusivity, and appreciation for different artistic expressions, cultural traditions, and honoring the community.

They will collaborate heavily with the Curator of Exhibitions and the Board of Directors to drive the creative direction of the organization.



THE IDEAL CANDIDATE

Our ideal candidate would be a bilingual (English-Spanish) self-motivated and creative individual with connections to the community, strong communication skills, program management and organizational skills. We like to work with individuals with strong moral convictions and understand the world of being an artist and advocate for their needs. They must be comfortable working with a diverse range of people and is highly collaborative when planning artistic programming.

BENEFITS

- 25 hours of personal time off
- Flexible schedule
- Amigo Circle Membership with applicable discounts

RESPONSIBILITIES

- Plan, organize, manage, and coordinate exhibitions, and events.
 - Coordinate with artists, the curator, vendors, and external partners
 - Manage event logistics, including space reservations, and equipment setup.
 - Assist in installation and dismantling of artwork and ensure proper handling and storage.
- Develop and implement educational programs, workshops, lectures, and tours to engage the community and visitors.
 - Collaborate with artists, instructors, educators, and guest speakers to design and deliver informative and interactive programs.
 - Coordinate with schools, universities, and community organizations to promote and facilitate participation in educational activities.
- Act as a liaison between DACC and the public, fostering relationships and building partnerships.
 - Promote gallery events and programs/events through various channels, including social media, press releases, and newsletters.
 - Collaborate in the creation of engaging content and increase the Centers visibility.
- Maintain accurate records of exhibitions, events, and educational programs.
- Ensure the Center is clean, organized and aesthetically pleasing and ensure a safe environment for visitors and artworks.
- Supervise and train volunteers



- Ensure that activities are accessible and inclusive, implementing measures to remove barriers to participation.

QUALIFICATIONS

- 2-5 years of relevant experience or equivalent educational background
- A bachelor's degree in art history, arts administration, museum studies, or a related field a plus
- Strong verbal and written communication skills
- Passion for the arts and cultural experiences
- Excellent organizational and project management skills
- Effective communication and interpersonal skills
- Proficiency in relevant software and tools, including MS Office and database management systems.
- Familiarity with marketing and social media platforms.
- Bilingual English and Spanish
- Availability to work evenings and weekends as programming requires.
- Access to transportation as needed to complete job responsibilities

No phone calls or emails please.