JOIN OUR TEAM

HIRING: Administrative and Program Coordinator
Job Type: Part-time, non-exempt
Location: Pittsburgh, PA, USA
Compensation: $18 – 23 per hour/US dollars
Weekly Hours: 25 - 30 hours per week; working hours are Monday through Friday within the hours of 9:00 a.m. – 5:30 p.m. with occasional weekend and evening work.
Reports to: Executive Director and Chief Curator

ALMA | LEWIS (A | L) is excited to announce an opening for a **part-time, in-person Administrative and Program Coordinator** to join our team starting in early July 2025 (or until the position is filled). We are a small but growing nonprofit contemporary arts organization dedicated to fostering creativity, inclusivity, and cultural enrichment. This role is pivotal in advancing our mission by enhancing community engagement, operational effectiveness, and accessibility to contemporary art. If you're passionate about the arts and eager to make an impact, we'd love to hear from you!

WHY JOIN US?
Join us during an exciting time of growth, where your work will directly support artists, engage audiences, and strengthen community connections. You'll be part of a supportive, inclusive team that values creativity, collaboration, and innovation.

You will gain hands-on experience executing impactful programs, building relationships in the arts community, and growing your skills in an engaging environment. If you're passionate about the arts and eager to contribute while developing your career, we would love to hear from you.

WHAT YOU WILL DO
As the Administrative and Program Coordinator, you'll play a key role in ensuring smooth day-to-day operations while supporting our artistic programming. Your responsibilities will include:

- Event & Program Coordination: Assist in planning, implementing, and setting up events and programs that align with the organization's mission.
- Gallery Operations: Serve as a gallery attendant during open hours, welcoming visitors and providing exhibition overviews.
- Executive Support: Provide administrative assistance to the Executive Director and Chief Curator, including communication with board members, artists, donors, funders, and community partners.
- Scheduling & Logistics: Manage calendars and schedules for team members, artists, and visitors to ensure seamless coordination of programs.

- Community Engagement: Build relationships alongside the Executive Director + Chief Curator and A | L team with community partners to foster collaboration and promote the organization's initiatives.
- Marketing & Communications: Organize newsletters; manage social media platforms (Instagram, Facebook, YouTube); and update the website using WordPress.
- Administrative Duties: Perform general office tasks to support day-to-day
- operations.

WHO WE'RE LOOKING FOR

You are a proactive, organized, and creative professional with a passion for contemporary art and community engagement. You bring:

- At least 3 years of experience (including internships) in artist services,
- curatorial work, or project management within an arts and culture
- organization or museum.
- A bachelor's degree in museum studies, Africana studies, art history, arts
- education, art therapy, arts management, or a related field.
- Strong organizational skills with keen attention to detail.
- The ability to manage multiple projects efficiently while meeting deadlines.
- Reliability and integrity—you follow through on commitments and can be
- trusted to handle responsibilities independently.
- Excellent communication skills—written, verbal, and interpersonal—with
- strong problem-solving abilities.
- Proficiency in Google Workspace and familiarity with standard office
- procedures.
- Experience with Canva, MailChimp, and WordPress (or a willingness to learn).
- A collaborative mindset and enthusiasm for learning, engaging with people,
- and working as part of a team.
- A commitment to inclusivity, respect, and fostering a welcoming environment.
- A willingness to engage in continuous learning and professional development to enhance skills and contribute to personal and team growth.

HOW TO APPLY

Please submit a resume and a brief cover letter outlining your interest and relevant experience to hello@almalewis.org with subject line: Administrative and Program Coordinator Position. Applications will be reviewed on a rolling basis until the position is filled.

ABOUT ALMA | LEWIS

ALMA | LEWIS (A | L) is an experimental, contemporary art platform for critical thinking, constructive dialogue, and creative expression dedicated to Black culture. Incorporated as a not-for-profit organization in 2017, A | L established a physical space in the fall of 2021 in the East End of Pittsburgh. A | L creates supportive artist

residencies that encourages the rigorous artistic practice of visual and literary artists; curates world-class exhibitions to present exciting, provocative work from early and mid-career artists; provides access to the Black Archive — a non-circulating collection of unique books, exhibition publications, ephemera, and artwork connected to and about Black arts and culture; organizes Slow Listening Sessions — educational and networking opportunities designed to bring early, mid-career, and established art professionals together in fellowship; and presents By Any Means, a contemporary art series that examines the significant influence of Black culture and art in society and aims to create a forum where artists, cultural workers, and writers share knowledge and resources, connect with the larger community of the art world, and ensure that Pittsburgh's cultural institutions truly reflect the diversity of our city in their assets, stakeholders, and decision makers.
The organization is funded by individual donors, and local and national foundations. In 2023, the organization made three major milestones: we completed our first strategic plan, hired a CFO, and received our first national multi-year grant from The Andy Warhol Foundation for the Visual Arts.

CORE VALUES of CARE and REGARD
ALMA | LEWIS embraces the belief that our platform for thinking, dialogue and expression is enriched and enhanced by diversity in all its forms – including but not limited to culture, race, ethnicity, national origin, gender, gender identity or expression, socioeconomic status or educational background, sexuality, disability, age and religion.

ALMA | LEWIS is committed to cultivating and preserving a culture of inclusiveness and connectedness for people as a whole. We are dedicated to providing a loving and safe environment for team members, board of directors, artists, cultural workers, volunteers, patrons, peers and enthusiasts to offer their perspectives and an opportunity for us all to listen and learn from one another. In our efforts to foster a welcoming community of care, it is our goal to create a sense of belonging for everyone and to continue to find ways to support each other in solidarity. ALMA LEWIS is a home where diverse perspectives are recognized, respected, and seen as a source of strength.

ALMA | LEWIS is an Equal Opportunity Employer and is committed to compliance with all fair employment practices.