



Arts Program Coordinator

Bernheim Forest and Arboretum, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking a talented, artistic individual to be part of a dynamic team that makes art happen at Bernheim.

Bernheim is home to a 600-acre arboretum, designated as Kentucky's official arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation and research purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 350,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

The Arts Program Coordinator provides administrative, creative, and operational support to Arts in Nature programs and activities, assisting with visiting artists, indoor and outdoor installations and exhibitions, events, and engagement opportunities within Bernheim's Arts in Nature program. The right candidate should be visionary, curious, proactive, solution-oriented, and passionate about Bernheim's mission of *connecting people to nature* through the lens of art.

Essential Duties/Responsibilities

- Support the advancement of Bernheim's Arts in Nature program by scheduling visiting artists, acting as main point of contact during their arrival and onsite residency periods, facilitating with introductions to Bernheim and staff, procurement of materials (when necessary), and organization of public engagement opportunities.
- Assist in the curation of all call for artist submissions, including Bernheim's 44-year established Artist in Residence program, annual art-centric CONNECT event, and new L+A+N+D (Landscape + Art + Nature + Design) initiative.
- Provide Arts in Nature related blog posts for website and social media content for posting by the marketing team.
- Collaborate on programming with the Arts in Nature department to establish and deliver unique arts experiences throughout the year, including opening receptions, special events, workshops, programs, outreach opportunities, tours, and more.
- Working with volunteers for various art projects and programs that take place on Bernheim grounds.
- Other duties as assigned, including participation in events and all-staff projects.

Education and Experience

- Bachelor's degree is required, along with a strong interest in the arts.
- Strong knowledge of various computer programs, including Microsoft Office Suite. Familiarity with Teams, Canva, Photoshop, WordPress, and/or similar programs, a plus.
- Possess solid communication skills, both verbal and oral.
- Strong organizational skills and attention to detail.
- Creative in work approach with a willingness and ability to be flexible.



- Engage in activities both indoors and outdoors, as well as in all weather conditions.
- Experience in training and working with volunteers a plus.
- Ability to participate in the installation of exhibitions, both indoor and outdoor, along with the ability to lift up to 50 pounds.
- Flexibility to work a variety of hours, including evenings, weekends, and holidays, as needed. Schedule may vary depending on special events, artist arrivals, related art projects, donor and activities, and other circumstances which may require working outside the traditional Monday-Friday work week.
- Position will require some driving both on and off-site. Candidates must possess a valid driver's license at time of hire.

To apply and for more information:

Please send all inquiries and resumes to: HR@bernheim.org.

This full-time, hourly position reports to the Arts in Nature Curator.

Pay range: \$18-\$21/hr.

Competitive benefits package includes health/vision/dental insurance, retirement 403b match benefit and paid sick, holiday and vacation leave.

Bernheim Forest and Arboretum is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.