

County Arts Agencies of Maryland (CAAM)  
Administrative Coordinator

### **About the County Arts Agencies of Maryland**

[County Arts Agencies](#) across Maryland further Maryland State Arts Council's goals by encouraging and supporting local arts activity while championing creative expression, diverse programming, and lifelong learning throughout their jurisdictions. The County Arts Agencies of Maryland (CAAM) Network consists of the agencies and non-profits designated as official arts agencies by the governments of [Maryland's 24 jurisdictions](#).

### **Position Description**

The CAAM Administrative Coordinator provides programmatic and administrative support to the Executive Committee of the County Arts Agencies of Maryland (CAAM). The position is supervised and managed by an Executive Director/CEO of a Maryland County Arts Agency, as selected by the Executive Committee of CAAM. The Administrative Coordinator is the liaison between CAAM and the Maryland State Arts Council. This is a part-time position.

The Administrative Coordinator is responsible for:

- Working collaboratively with and supporting the CAAM Executive Committee;
- Coordinating communication between CAAM members, CAAM Executive Committee and the MSAC Program Director for County Arts Development;
- Assisting in identifying the needs and professional development opportunities for CAAM members;
- Working with MSAC's Director of Grants and Professional Development and the CAAM Executive Committee to address professional development needs of CAAM members
- Researching, identifying, maintaining, and disseminating a listing of current resources applicable to the work of CAAM members;
- Collecting, compiling and sharing CAAM member events information with CAAM, MSAC and Maryland Citizens for the Arts;
- Coordinating all aspects of CAAM member meetings;
- Other duties as assigned.

This is a remote-work, part-time position for up to 20 hrs/week. Salary - \$30,000 annually. No benefits. Position open until filled. How to Apply: Send a cover letter and resume to: [CAAMAdmin@creativemoco.com](mailto:CAAMAdmin@creativemoco.com) with subject line, "CAAM Coordinator." NO PHONE CALLS PLEASE.