UNION LEAGUE CLUB OF CHICAGO

PUBLIC AFFAIRS & ART PROGRAMS COORDINATOR

Pay: $49,920 – $54,080 ($24-$26 / hour)
Reports To: Director of Public Affairs
Position Type: Full-Time, Benefits Eligible
Work Location: On-site at the Union League Club of Chicago; telework is not available for this member-facing position

Overview

The Public Affairs & Art Programs Coordinator turns priorities set by the Director of Public Affairs and member committees into organized programs, events, communications, records, and follow-through. The role focuses on administration, project management, event coordination, documentation, and execution.

Primary Allocation of Responsibilities

- **60% Public Affairs:** Committee operations, Event Tracker, programs, meetings, communications, records, budgets and follow-through
- **20% Art Programs & Collections:** Collection administration, TMS/eMuseum support, Third Floor Gallery operations, exhibitions, art events and documentation
- **20% Member Events:** Eventbrite, guest experience, cross-department event execution, relationship cultivation and prospective-member engagement

Essential Functions

1. Committee Operations

- Supports the Director of Public Affairs and PAC and Art committee leaders in carrying approved priorities forward.
- Coordinates committee and subcommittee meetings, including calendars, rooms, notices, agendas, materials, attendance, minutes, decisions, action items, and follow-up.
- Maintains rosters, official records, historical documents, resolutions, approvals, and committee communications.
- Uses approved recording, transcription, Copilot, and AI-assisted workflows to prepare accurate meeting documentation for review.
- Research Public Affairs and Art topics, speakers, artists, and works; prepares materials and descriptions; and updates approved records.

2. Event Management

- Coordinates PAC and Art programs, civic observances, receptions, gallery events, exhibitions, and other assigned activities from planning through follow-up.
- Develops timelines, task lists, budgets, registration plans, run-of-show materials, participant requirements, and responsibility assignments.
- Coordinates room reservations, setup, food and beverage, audiovisual needs, signage, registration, access, and other details with Club departments.
- Manages Eventbrite, guest lists, event communications, schedules, biographies, photographs, presentation materials, arrival details, and hospitality.
- Provides on-site support, resolves operational issues, and documents attendance, outcomes, outstanding items, and lessons learned.

3. Member, Guest, and Partner Engagement

- Cultivates professional relationships with members, guests, partners, speakers, artists, and prospective members; coordinates approved participation and maintains accurate records.
- Provides timely, welcoming communications and ensures programs reflect the Club's standards for hospitality, professionalism, and member experience.

4. Art Programs, Gallery, and Collection Administration

- Coordinates the Collection Management Committee audit; reconciles physical works with TMS and eMuseum records; identifies gaps; and tracks completion.
- Enters approved TMS corrections and updates, documents procedures, and assists with eMuseum enhancements.
- Maintains artwork and space lists, prepares committee materials, coordinates approved artwork moves, and documents completion.
- Tracks loans, acquisitions, and deaccessions; prepares review files and correspondence; and maintains records and system updates.
- Manages Third Floor Gallery administration, including artist files, contracts, W-9s, calendars, catalog materials, communications, installation logistics, sales, payments, and artwork pickup.
- Maintains the Distinguished Artist roster, profiles, engagement history, invitations, opportunities, and follow-up.

5. Financial, Records, and Administrative Management

- Tracks budgets, expenses, invoices, payments, sales activity, and supporting documentation.
- Maintains organized files, calendars, databases, contacts, templates, procedures, deadlines, and completion records.
- Uses reporting tools to reconcile information, identify gaps, document approvals, report status, and preserve institutional knowledge.

6. Technology and AI Enablement of Event and Committee Process

- Uses Microsoft 365, Copilot, Eventbrite, PAC Tracker, databases, spreadsheets, shared files, and other approved systems to manage work and records.
- Uses AI-assisted tools responsibly and improves repetitive work through templates, automation, documented processes, and human review.

Required Qualifications and Skills

- Relevant professional experience, education, training, or an equivalent combination; a bachelor's degree is not required.
- Experience coordinating programs, events, projects, committees, executive activities, membership activities, or comparable operations.
- Ability to manage concurrent calendars, deadlines, projects, budgets, expenses, invoices, and records with accuracy and follow-through.
- Proficiency with Microsoft 365, Copilot, spreadsheets, databases, registration platforms, digital files, and project-tracking systems; willingness to learn new technology.

- Excellent communication, judgment, discretion, organization, attention to detail, and professional presence.
- Energy, initiative, hospitality, and a composed, solutions-oriented approach when priorities change.
- Ability to collaborate with volunteer leaders and staff across Club departments.

Preferred Experience

- Coordinator or project-management experience in a membership organization, professional association, chamber of commerce, nonprofit, university or alumni office, private club, event environment, museum, or comparable organization.
- Experience with registration platforms, committee administration, meeting documentation, financial tracking, and cross-functional event coordination.
- Interest in public affairs, civic or community engagement, cultural programming, membership organizations, or nonprofit administration.

Work Environment and Schedule and Scope

- This full-time, member-facing position is on-site; telework is not available.
- Occasional evening hours are required for assigned programs, exhibitions, receptions, and special events.
- This position does not supervise interns or other employees.
- Member committees and chairs provide authorized strategic or curatorial direction; the coordinator executes approved decisions.