



Art of the Rural Administrative Coordinator Application

Thank you for your interest in working with Art of the Rural! We are excited to grow our team.

Before applying, please carefully review the job description & qualifications at artoftherural.org/careers.

It is strongly encouraged to write and/or prepare your responses in an external document before submitting, in case there is an error with your submission.

Please submit your application at artoftherural.org/careers. Alternatively, you may email your completed application to info@artoftherural.org. Include "AOTR Hiring 2025" in the subject line.

Applications are accepted on a rolling basis. Application review will begin on Wednesday, September 10, 2025. Candidates should expect a start date of Tuesday, October 14, 2025.

If you have any questions, please contact our Programs Associate Hannah at hannah@artoftherural.org.

*** = required question**

1. I reside year-round in Kentucky.*

Please note that applicants MUST reside in Kentucky.

YES / NO

2. Your Information

First & Last Name*:

Phone Number*:

Email*:

Your Pronouns:

Your Date of Birth*:

Your Mailing Address:

Address Line 1*:

Address Line 2:

City/Town*:

State*:

ZIP Code*:

Your Website and/or LinkedIn:

Current business/school/organization affiliation/etc. and your role*:

3. Your Resume*

You may email your resume to info@artoftherural.org (with the subject line "AOTR Hiring 2025")
OR copy & paste your resume below.

Please note: If we do not receive your resume, your application will not be considered.

Please specify how you will submit your resume:

- I will copy & paste my resume below.
- I will email my resume to info@artoftherural.org.

4. I have experience with the following*:

Choose all, some, none, or add your own.

- a. Administrative and/or operations experience
- b. Administrative system building
- c. Budget tracking and basic accounting
- d. Payment systems
- e. Event planning
- f. Event registration procedures
- g. AV setup virtually and in-person
- h. Grant applications & grant management
- i. Managing contractors and volunteers
- j. Booking travel & lodging
- k. Collaborating & communicating with diverse individuals & organizations
- l. Collaborative remote work
- m. Working across time zones
- n. Accessibility & inclusivity in workplace procedures & staffing
- o. Other:

Questions 5-7: Narrative Responses*

Art of the Rural is a collaborative nonprofit organization working across geographies to support rural and Native artists and culture bearers.

Instead of a cover letter, we ask you to respond to each of the following questions. Successful applicants will be familiar with our work. Please carefully review our entire website and initiatives pages:

artoftherural.org, kyrux.org, <https://artoftherural.substack.com/>

You may alternatively submit a link to a shared video for each question.

5. Why are you interested in being part of the Art of the Rural team?*

Please include your experiences with rural-urban identity or work. 1000 characters max

6. As you read the job description, what aspects of this role do you feel well-qualified for? Which aspects of the role require more learning?*

7. What core values guide you?*

Include up to 5 and describe how these values guide your life and work.

8. How did you hear about this opportunity?

Choose all, some, none, or add your own.

- a. AOTR Substack
- b. KY RUX Newsletter
- c. Indeed
- d. LinkedIn
- e. Job board
- f. Facebook
- g. Instagram
- h. LinkedIn
- i. From a person (please tell us who!)
- j. Other:

9. Anything else you'd like us to know?

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