



CACHE VALLEY
CENTER FOR THE ARTS

Ellen Eccles Theatre • Bullen Center • Thatcher-Young Mansion

POSITION DESCRIPTION

Position: Arts Education Coordinator
Hiring Range: \$10 to \$13 per hour depending on qualifications
Status: Part-Time, Hourly, non-benefitted
Schedule: An average of 25 hours per week, 9:00 am to 2:00 pm daily, occasional other times.

POSITION SUMMARY

Works in a highly collaborative environment to plan, develop, program, implement, coordinate, monitor, and evaluate Arts Education programs at the Cache Valley Center for the Arts.

AREAS OF EMPHASIS

The following is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

- Coordinate Arts Education programs in collaboration with the Program Director, including resident and CVCA projects such as BAM (Broadcast Arts and Media), Ceramics, Gallery Walk, Logan Youth Shakespeare, Art Camp, etc. including assistance with budget and expenditures.
- Assist in selection of top program staff for CVCA Arts Ed programs, when changes occur.
- Manage the quarterly Gallery Walk in collaboration with the Director of Programs.
- Solicit arts events from local arts organizations for the *Arts at a Glance* brochure, in coordination with the Director of Programs, and design or assist in the design process.
- Work with the Director of Programs in public relations to increase awareness of and build a positive image for CVCA, including regular distribution of marketing literature.
- Oversee 3 – 5 school matinees per season to encourage equitable school participation, coordinate logistics from bus parking to street crossings to seating assignments; give educational curtain speeches and ensure proper credit is given to funding organizations.
- Develop and/or distribute classroom study and activity guide materials connected to the core curriculum for teachers and students attending school matinees.
- Work with Programming Committee in selecting artists that will be appropriate for the educational program and meet budget requirements.
- Oversee and arrange lecture/demonstrations, workshops, master classes, pre- and post-performance lectures, discussions, and question and answer sessions as part of the contracting process. Work with established audiences, artists, organizations and special interest groups in the community to encourage involvement in these programs.
- Seek project underwriting, regional and foundation grants in coordination with Executive Director.

- Track Arts Education expenses for grant reporting and decision-making purposes.
- Provide theatre tours for student groups.
- Work with the Program Director in all public notice of Arts Education programming to ensure branding consistency and, wherever possible and appropriate, promote ticketed events.
- Meet and work with appropriate administrative, teacher, parent, and advisory groups.
- Coordinate quarterly Cache Valley Arts Summits and oversee development and completion of collaborative projects.
- Encourage best practices and collaborations among arts organizations.
- Maintain, update and promote regional artistic resources such as the Cache Valley Arts Directory and individual artist directory.
- Collaborate with and assist the Program Director as assigned by the Program Director.
- Complete other duties as assigned by the Executive Director.

QUALIFICATIONS

Bachelor's degree preferred. Familiarity with arts and education. Strong written and verbal ability. Excellent interpersonal relationship skills. Grant writing experience a plus.

AUTHORITY AND ACCOUNTABILITY

This person reports to the Executive Director, and collaborates with the CVCA Program Director.

Revised 1/2012