

# DEVELOPING YOUNG ARTISTS | RE-IMAGINING THE WORLD

## EAST BAY CENTER FOR THE PERFORMING ARTS

### **Job Description: School Partnerships Program Coordinator**

**Classification:** Regular full time salaried; exempt.

**Reports Directly to:** Director of School Partnerships

**Start Date:** Flexible

### **Summary**

The School Partnerships Program Coordinator is responsible for effective and ongoing instructional, managerial, and administrative duties. This job requires versatile skills including coaching teachers, coordinating with school sites, and teaching as necessary.

### **Job Description**

The Coordinator will play a crucial role in anchoring the development of the School Partnerships department by directly managing and supporting teaching artists, building and facilitating relationships at partner school sites, and working to develop positive school climate and culture through Center music and performing arts programs. In addition to overseeing Teaching Artists, the Coordinator will communicate regularly with principals, classroom teachers, school administrators, as well as students and parents as needed. The Coordinator may also teach in various capacities as needed.

### **Job Duties: Oversight and Coordination of School Performing Arts Programs**

-Support the strategic direction and management of 3-5 School Music/Performing Arts Programs by:

- Supporting Teaching Artists in developing elementary general music curriculum
- Regularly observing, modeling, and providing feedback to Teaching Artists
- Providing logistical and administrative oversight for in school music program activities (i.e. classes, guest artist visits, staff meetings, performances, etc.)
- Ensuring classroom Teaching Artists appropriately document their work
- Coordinating the celebration of students' work with public performances with Teaching Artists, Center production staff, and partner school staff
- Assisting with evaluation, research and documentation, and grant writing as necessary
- Leading planning meetings in support of program monitoring and development with Teaching Artists, Center staff, and school staff

- Ensuring strong fiscal management through assistance in tracking programmatic expenses
- Teaching as needed (cover for absent Teaching Artists, co-teach to provide support, etc)
- Additional support as needed to support the mission and goals of the Center

**The ideal candidate will have:**

- A Bachelor's degree; teaching credential or Master's a plus but not necessary.
- 5+ years of experience working with children and youth in school settings and developing music curriculum for such grade levels
- Experience working with, coaching, and/or managing teachers or Teaching Artists
- Passion for music/performing arts and high-level proficiency of musicianship
- Experience working in under-resourced communities with socio-economic, racial and culturally diverse classroom settings.
- Ability to effectively manage large groups of students.
- Experience coordinating music assemblies and performances.
- An exhibited ability to work with children in a caring and respectful manner in order to create a joyful, caring classroom environment where instructional time includes community building, conflict resolution, skill-building, and empowering students to be peacemakers and agents for positive social change.
- Fluency in Spanish a plus, but not necessary
- Maturity, humility, strong work ethic, sense of humor, collaborative nature, and a can-do attitude.
- Belief that all students can express themselves artistically and achieve at high levels.
- Strong written and verbal skills and ability to communicate to a diverse audience.

**Compensation:** Commensurate on experience

***If interested, please send a resume and cover letter to Andrea Landin, Director of School Partnerships: [andrea.landin@eastbaycenter.org](mailto:andrea.landin@eastbaycenter.org).***