

# EAST BAY CENTER FOR THE PERFORMING ARTS

## School and Neighborhood Partnerships Program Associate

### POSITION ANNOUNCEMENT

#### **About East Bay Center for the Performing Arts**

East Bay Center for the Performing Arts (The Center) was founded in Richmond immediately after the assassination of Dr. Martin Luther King, Jr. in 1968 as a response to the unrest, anger, frustration, and need for change. Today our foundational values remain rooted in civil rights, equity, and justice.

The Center has a deep history of serving Richmond youth with music, theater and dance training, new artistic work, and community gatherings that are reflective of the richness and diversity of the local population. Last year, the Center served approximately 3,000 youth in 13 schools. The Center's staff consists of 25 administrative staff and 70 – 75 faculty. They are passionate and committed to the values and established goals, and they have a deep understanding of the cultural assets that are present in the community.

#### **About the Position:**

We are in search of an arts educator with experience teaching and working in public elementary schools. The successful candidate will work under the direction of the Associate Director of School and Neighborhood Partnerships to coordinate and implement effective, age appropriate performing arts classes. This will include teaching in elementary schools/community sites, supporting teaching artists, and the administration of logistics and contracts.

#### **Some Key Responsibilities:**

##### Teaching (approximately 40%):

- Teach 2 days per week in the In School Arts Program; develop engaging and age-appropriate performing arts curriculum and units of study for elementary classrooms
- Employ appropriate trauma informed practices and culturally relevant teaching strategies in the classroom
- Confer with teachers and school leaders to aid in the development of robust, appropriate, educational programming
- When needed, cover for absent Teaching Artists, co-teach to provide support, etc



Developing Young Artists  
Re-Imagining the World

339 11<sup>th</sup> Street  
Richmond  
CA 94801-3105

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## Program Coordination: (approximately 60%)

- Support Teaching Artists and School Partnerships Department in developing global, age appropriate, music/performing arts curricula for elementary classrooms
- Observe, model, and provide feedback to Teaching Artists when appropriate
- Provide logistical and administrative oversight for program activities (class schedules including make-ups and cancellations, guest artist visits, staff meetings, assemblies, etc.)
- Coordinate and document in school performing arts daily schedules and yearlong calendar (communicate with schools and Teaching Artists regarding changes)
- Support Teaching Artists in appropriately documenting their lessons when needed
- Coordinate student's performances with Teaching Artists, Center staff, and school staff
- Support the planning and execution of meetings/professional development for Teaching Artists
- Assist in tracking programmatic expenses and documenting program activities
- Additional support as needed to support the mission and goals of the Center

Measurable Goals include: Greater artistic progress among students, increased levels of satisfaction from principals and classroom teachers, accurate and timely coordination and program reporting and documentation.

## **Requirements and Qualifications:**

- Minimum of three (3) years of experience working with children and youth in elementary school settings teaching the arts;
- Experience working with classroom teachers and Teaching Artists;
- Passion for performing arts and high-level proficiency of artistry;
- Experience working in under-resourced communities in socio-economic, racial and culturally diverse settings;
- Ability to effectively manage large groups of students;
- Experience coordinating assemblies and performances;
- Proven ability to work with children in a caring and respectful manner in order to create a joyful, caring classroom environment;
- Humility, strong work ethic, sense of humor, collaborative nature, and a can-do attitude;
- All EBCPA employees must be vaccinated against COVID-19

## **Required Skills and Abilities:**

- Excellent verbal and written communication skills.



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- Excellent interpersonal skills with ability to maintain a calm and patient demeanor with all students, staff and constituents.
- Thorough understanding of and the ability to implement a variety of effective teaching methods.
- Thorough understanding of policies, laws, and guidelines related to teaching students in a public education environment.
- Excellent organizational skills and attention to detail.
- Proficient with computers, google docs/sheets, etc

## **Work Schedule:**

- Monday – Friday, 40 hours per week. May be required to work some overtime
- Some evenings and weekends as required.

## **Physical Requirements:**

- Prolonged periods standing and walking throughout school and classroom.
- Prolonged periods sitting and working on a computer to complete necessary paperwork.

## **Other Requirements:**

- Must successfully pass a comprehensive Criminal Background Check
- Must be able to provide valid I-9 documents to determine proof of eligibility to work in the United States.
- A car is preferred to travel between school sites.

**Compensation:** \$55,000-\$ 62,500\_

## **Application Process:**

***If interested, please submit the following documents by April 8:***

- ***Resume and cover letter as a Word or PDF document***
- ***A list of three professional references***
- ***Send documents via email to Bryan Alvarez, Associate Director of School Partnerships: [bryan.alvarez@eastbaycenter.org](mailto:bryan.alvarez@eastbaycenter.org)***
- ***Please include in the subject line: School Partnerships Program Associate***

**Please note that failure to submit the required documents may disqualify you from further consideration.**

***East Bay Center for the Performing Arts is an Equal Opportunity Employer.***



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