

**EDMONDS CENTER FOR THE ARTS /
EDMONDS PUBLIC FACILITIES DISTRICT
Announces the following
EMPLOYMENT OPPORTUNITY:**



POSITION: EDUCATION & OUTREACH COORDINATOR
EMPLOYMENT STATUS: Permanent, Full-time, Exempt
REPORTS TO: Director of Programming
SUPERVISES: Education & Outreach Interns, and ECA Volunteers
SALARY RANGE: \$37,500-\$42,500 DOE plus excellent benefits

JOB SUMMARY:

Edmonds Center for the Arts (ECA) presents a high-quality and diverse season of music, dance, theatre, film and comedy, along with a robust Education & Outreach program, in its performing arts facility in South Snohomish County, WA, just 25 min. north of Seattle.

ECA seeks a creative, highly organized and culturally-competent professional to manage the ongoing development of its Education & Outreach programs, including student matinee programs, in-school artist residencies, on-site arts enrichment classes and camps, and community outreach events. Reporting to the Director of Programming, the Education & Outreach Coordinator will administer ECA's Education programs with youth and families (both at ECA and in schools and community venues), teachers, and older adults (including ECA's Dementia-Inclusive Series).

An important aspect of ECA's vision is fostering "enthusiastic ownership" by all – including community members that have historically been underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, socioeconomic status, citizenship status, or religious belief. To this end, ECA seeks an Education & Outreach Coordinator with a commitment to building meaningful relationships with diverse constituents; and a drive to think creatively and collaboratively about community partnership.

This position requires excellent written and oral communication skills, strong attention to detail, and the ability to remain calm under pressure. ECA is an innovative and challenging workplace. The qualified candidate will be flexible, positive and able to contribute to a rapidly growing organization. S/he will also help build the systems required to ensure the Education & Outreach program's continued growth and success.

SPECIFIC RESPONSIBILITIES:

- 1) Coordinate all aspects of ECA's onsite programs for youth and families, including Education and Saturday Matinees, Summer Arts Enrichment Camps, after-school programs, and ECA's Kidstock!
 - Serve as primary point of contact for teachers in planning fieldtrips to ECA – accepting and managing reservations, creating and issuing invoices, and welcoming school groups to the theatre the day of the performance
 - Administer ECA's annual Summer Arts Enrichment Camps, acting as the first point of contact for teaching artists, students and families
 - Lead planning and execution of ECA's annual free family event, Kidstock!

- Develop curricular materials that align with Common Core State Standards and Washington State EALRs (Essential Academic Learning Requirements), as well as Social Stories for students on the autism spectrum (as needed)
 - Support the Director of Programming in identifying and booking appropriate artists for Education programming on the ECA stage
- 2) Coordinate ECA's Dementia-Inclusive Series, a regionally-unique program that engages people with memory loss and their care partners in creative and social enrichment programs
- Attend all dementia-inclusive programs, acting as an ECA representative and liaison between participants and teaching artists
 - Solicit and collect feedback from participants and teaching artists, and provide recommendations for program improvements to Director of Programming
 - Support the Director of Programming in identifying and booking appropriate artists for the Dementia-Inclusive Series
- 3) Coordinate all aspects of ECA's Artist Residency & Outreach programs
- Attend all outreach programs, acting as an ECA representative and liaison between artists, school staff and students
 - Participate in process of matching artist outreach opportunities to specific schools or community venues, working closely with Edmonds School District's Manager of Visual and Performing Arts
 - Support Director of Programming to identify and book appropriate artists for outreach opportunities
- 4) Serve a key role in marketing and promoting Education & Outreach programs
- Lead communications and promotion of ECA events to ECA's surrounding school districts, teachers and school administrators
 - Collaborate with Marketing department and Director of Programming, as needed, to create and execute marketing plans and materials associated with Education & Outreach programs
 - Actively promote ECA's low-cost and free arts access programs, including *Arts for Everyone* and TeenTix
 - Coordinate ECA events for which the primary purpose and intention is to build awareness of Education & Outreach programs or relationships with target markets (such as Educator Preview, Kidstock!, etc.)
- 5) Maintain strong records and systems to support continued expansion of ECA Education & Outreach programs
- Maintain accurate and thorough program records including, but not limited to, attendee/class lists, schedules, and descriptions
 - Assist in quantitative and qualitative program evaluation, and the creation of goals and benchmarks for program assessment, as well as reporting mechanisms associated with their tracking
 - Collaborate with Director of Development as needed to assist with funder proposals, acknowledgements and reports

- Assist with the creation and presentation of information and materials to Board Members and other community members as needed
- 6) Support Director of Programming in process of booking Education & Outreach artists
- Attend booking conferences, as appropriate, as a representative of ECA

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's degree from an accredited college or university, with focus on arts education, early childhood education or related field of study (equivalent work experience will be considered)
- Minimum of 2-3 years professional work experience preferred (program coordination, arts administration, teaching, event planning)
- Knowledge of Washington State and/or national curriculum standards and current trends in education, with teaching experience preferred
- Excellent verbal, written and presentational skills
- Knowledge of Microsoft Office, including Outlook, Word and Excel
- Current First Aid Certification

WORKING CONDITIONS:

Education & Outreach Coordinator will be required to work outside of the normal workday and/or on weekends.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

APPLICATION REQUIREMENTS:

Please send **cover letter** describing qualifications, **resume**, three **references AND a completed EPFD/ECA Application Form** (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to gillian@ec4arts.org, subject line: Education & Outreach Coordinator Job Posting, *or mail to Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020* by February 21st. No phone calls please.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need for additional accommodation.