

EDMONDS CENTER FOR THE ARTS / EDMONDS PUBLIC FACILITIES DISTRICT

POSITION: Education & Community Engagement Coordinator

EMPLOYMENT STATUS: Permanent, Full-Time, Variable Hours, Non-Exempt

REPORTS TO: Director of Education & Community Engagement

POSITION SALARY RANGE: \$40,000-\$60,000 (\$19.23-\$28.85 per hour)

BENEFITS: This position is eligible for a competitive package including:

Medical, Dental, Vision benefits available. • Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan. • Company paid LTD and Life Insurance, with option to enroll in voluntary plans. • Employee Assistance Program (EAP) • Healthcare & Daycare Flexible Savings Accounts (FSA) • Up to 10 days of vacation time per year, up to 12 days of sick time per year, and 14 paid holidays per year.

Position Summary:

EPFD/ECA's Education & Community Engagement Coordinator is a highly- organized and energetic professional who has a passion for arts in education/arts in health, community building, social justice, and administrating events. This position works under the direction of the Director of Education & Community Engagement on the management and coordination of all ECA's major educational annual events which include but are not limited to: WE SPEAK Youth Poetry Slam Competition, Kidstock!, Summer Camps, K-12 School Engagements, Creative Aging Division Programming, Leadership Networking Events and Educator Preview.

The Education & Community Engagement Coordinator builds community relations and coordinates all aspects of ECA's community engagement/residency programs by working with arts educators, classroom teachers, arts in health administrators, and community leaders. They assess opportunities in which ECA can serve as a catalyst for arts in health programming that ultimately supports community centers, schools, clinics, hospitals, non-profit arts organizations, public health facilities and senior centers, and more. By coordinating with various team members and understanding the community connection and impact of each event, the Education & Community Engagement Coordinator contributes significantly to the overall success and quality of ECA's educational events. Like all employees at EPFD/ECA, the House Electrician must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals, and values, while contributing to their evolution.

An Education & Community Engagement Coordinator at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. They value a diverse team, are welcoming of different perspectives and approaches, and make sure that their colleagues and partners feel valued and empowered.

Essential Functions

Education & Community Engagement Support

- Manage and coordinate all logistical aspects of community engagement events including: Kidstock! Family Festival, Summer Camps, K-12 School Programs and Matinees, Educator Professional Development Sessions, Creative Aging Classes, Educator Preview, Pre-Show Talks and Summer Camps.
- Oversee student matinee data entry, manage school group reservations, student data entry, teacher communications, resource packets, and processes school invoices/check requests in collaboration with ECA's accounting department.
- Maintain accurate program records, including participant lists, schedules, scholarships/awards and ensures all documentation is up to date.
- Draft artist contracts, invoices, performance agreements, and maintain artist payment and reporting.
- Act as liaison between teaching artists, students, teachers, district leaders, parents and partnering organizations

Signature/Date

- Assist with the development and administration of internal evaluation tools, including surveys, focus groups, and program assessments.
- Research and drafts “teacher ties”/curricular materials that align with Common Core State Standards and Washington EALRs.
- Identify potential recipients for ECA’s low-cost and free arts access programs (e.g., Arts for Everyone, Aunt Bette’s Bus Fund) in conjunction with Director of Education & Community Engagement.
- Administer ECA’s annual Summer Arts Enrichment Camps, overseeing logistics, daily operation and communications with families, artists and ECA logistics team.
- Coordinate the WE SPEAK literary arts event, by managing student submissions, Jury deliberation and youth communications.
- Facilitate workshops as needed and when applicable, is responsible for the supervision of external site visits
- Assist with quantitative and qualitative program evaluation, creation of goals and benchmarks for program assessment, and reporting mechanisms associated with their tracking.
- Assist with the setting up and breakdown of all Education and Community Engagement Events.
- Support the booking of artists for education and community engagement programs based on community needs.
- Collaborate with marketing efforts on promotional plans when applicable and is responsible for attaining artist assets for Educational Matinee brochures.
- Collaborate with the development department on collecting educational event materials for grant reports.
- Assist on special projects assigned.

Other

- Attend department, staff, and other production-related meetings, as required.
- Support ECA employees with tasks as needed (e.g., setup and strike of VIP dinners and other events)
- Participate in other projects and duties as assigned.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communication, and interpersonal skills, including ability to work effectively with various departments, external partners, and diverse teams.
- Strong problem-solving skills to troubleshoot and address issues quickly and effectively.
- Excellent attention to detail and time management skills.
- Inherent comfort level for quickly adapting to changing environments.
- Ability to take initiative, work independently and collaboratively to solve problems and improve efficiency.
- Ability to create and implement systems for process improvement.
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- An ability to exercise a high level of professionalism, judgment, and above all, discretion, and confidentiality.
- High degree of comfort reading, writing, and understanding intent of contract language.
- Excellent computer skills including MS Office.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor’s degree from an accredited college or university, with focus on arts education, music therapy, early childhood education, public administration or related field of study or Associate’s Degree with up to four years of related work experience, or equivalent combination of education and experience.
- Minimum of 2-3 years professional work experience preferred (program coordination, arts administration, teaching, event planning).
- Minimum of 2 years’ relevant experience in contract administration.

Signature/Date

- Knowledge of Washington State and/or national curriculum standards and current trends in education, with teaching experience preferred.
- A valid driver's license and acceptable driving record is required for those in positions that may operate company vehicles.
- CPR/First Aid Certification (within 1st 90 days)
- Crowd Control Certification (within 1st 90 days)

WORKING CONDITIONS:

This position may have a moderate to high stress level associated with dealing with crowds of public visitors. The environment is mainly indoors, however position may occasionally be required to work outdoors and exposed to the elements (heat, rain, etc.).

This is a full-time position; hours of work are typically during the standard work week but must be flexible and varied to meet the demands of the events of the department and facility. Must be able to work extended and/or irregular hours including day, nights, weekends, and holidays, as needed. Must have reliable transportation.

- Standard office environment for administrative tasks. Moderate level of movement around the venue, often at a quick pace. May include periods of remaining in a stationary position in an office setting and operating a computer.
- May require ability to continuously stand or walk for extended periods.
- May require lifting, climbing, carrying, bending, stooping, squatting, and kneeling for extended periods of time.
- Ability to lift up to 40-pound items, occasionally up to 50+ pounds with or without assistance, while maintaining good balance.
- Ability to work more than 8 hours in a single shift.
- Unexpected interruptions occur often, and stress level is moderate to high.
- Noise level is quiet to moderate.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and equipment.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- May require occasional travel.

APPLICATION REQUIREMENTS:

Please send cover letter describing qualifications, resume, three references, completed EPFD/ECA Application Form and Voluntary EEO Survey (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to careers@ec4arts.org OR to **Education & Community Engagement Coordinator**, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020. No phone calls please.

Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer.

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.

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.