



### **Theater Arts Coordinator**

Under the direction of the Arts & Learning Conservatory Operations Director, the Theater Arts Site Coordinator is responsible for the oversight of the theater arts after-school programs and Homeschool programming. The Site Coordinator will implement the program plan in coordination with site liaison, parents and other stakeholders at the site.

Covers over the site of theater classes/workshop/theater productions on school sites. Homeschool and Charter recruitment, curriculum/class promotion. The Charter component also includes assisting parents with using Charter Funds for our programs.

#### **Communication**

- Regularly update agency coordinator, director, site admin, and partner agencies on all items related to after-school programs.
- Work closely with Site Coordinator Team & Operations Manager to identify afterschool Theater Programs, and also coordinate outreach and classes for Homeschool students, conduct assessments and surveys and implement evaluation tools.
- Develop and maintain positive parent relations through parent workshops, services and/or special family events (Homeschool)

#### **Development and Implementation**

- Manage day-to-day operations of the program.
- Facilitate regular after school staff meetings and training.
- Coach, supervise and provide professional development for staff
- Assure the safety and supervision of children at all times, with a 20:1 (or lower) ratio of adults to children.
- Follow all district attendance guidelines and submit monthly attendance reports as requested.
- Maintain high visibility at the site of the Afterschool Program.

- Assure classrooms and other shared school spaces are well maintained and left as found with teaching artists.
- Develop and maintain a schedule of all classes.
- Script and curriculum development

#### Recruitment, Coordination, and Collaboration

- Recruit and enroll program participants to meet grant average daily attendance requirements.
- Identify, train and supervise Instructors, volunteers, parents and community partners to implement arts activities.
- Establish and maintain partnerships with community-based organizations, public agencies, local universities, city agencies, and other collaborators.

#### Fiscal Management

- Oversee expenditure tracking of Charter Funds
- Oversee employee schedules/hours as they submit appropriate invoices on a timely basis

#### Additional Responsibilities:

- Represent self and Agency in a professional manner.
- Support and model Arts & Learning Conservatory's values, vision and mission.
- Other duties as assigned by the Operations Director
- Professional Qualifications
  - Experience/background in musical theater
  - Proven experience as program coordinator
  - Knowledge of program management and development procedures
  - Tech savvy, proficient in MS Office
  - Ability to work with diversity and multi-disciplinary teams
  - Excellent time-management and organizational skills
  - Outstanding verbal and written communication skills
  - Detail-oriented and efficient

Salary: \$15 or commensurate with experience.

The position is part-time 10-15 hours maximum per week

Apply to: [cheryl@artsandlearning.org](mailto:cheryl@artsandlearning.org)