

# EAST BAY CENTER FOR THE PERFORMING ARTS

## PROGRAM ASSOCIATE (School Partnerships)

### 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 3,500 youth in over 10 schools. The Center's staff consists of 25 administrative staff and approximately 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**

The School Partnerships Program Associate (PA) is an arts educator with experience teaching and working in public elementary schools. They will work under direction of the 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.

#### **Scope**

The Program Associate coordinates performing arts programs at 4-8 school sites and 6-10 teaching artists: includes scheduling, facilitating communication with school administration and teachers, finding substitute teachers as needed, coordinating concerts and observing/providing feedback to teaching artists. Teaches performing arts classes up to two days per week and assists in leading professional development and faculty meetings. Supports the overall operations, development and growth of the School and Neighborhood Partnerships department. The Program Associate is responsible for effective and ongoing administration, artistic development, and instructional duties for a robust performing arts education program involving local school districts, community centers, and East Bay Center's main site.



Developing Young Artists  
Re-Imagining the World

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

[eastbaycenter.org](http://eastbaycenter.org)

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## **Some Key Responsibilities**

- Teach up to 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.
- Cover for absent Teaching Artists as needed; co-teach to provide support, etc.
- 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 assistance 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 duties and support as needed to support the mission and goals of the Center.

## **Knowledge, Skills and Abilities (typically required of the position)**

- 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.
- 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.
- Ability to lift 35 pounds.

## Education and Training

- Bachelor's degree in the arts, education, or a related area and/or equivalent experience/training.
- 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.

## Other Requirements

- Valid California Driver's license required
- 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

**Compensation:** \$56,160 - \$64,480 annually (\$27.00/hr. - \$31.00/hr.) DOE.

## Application Process

If interested, please submit the following documents:

- Resume and cover letter as a Word or PDF document
- A list of three professional references
- Send documents via email to Deborah Preston, Director of Human Resources at: [Deborah.preston@eastbaycenter.org](mailto:Deborah.preston@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.**

Dp:5.23



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