

**EAST BAY CENTER FOR THE PERFORMING ARTS
PROGRAM COORDINATOR
JOB POSTING**

Job Classification: Full-Time Salaried, Non-Exempt

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 17 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

Under the direction of the Director of School and Neighborhood Partnership (DSNP), the Program Coordinator is an artist, experienced educator, and an effective problem solver. Your concrete, direct, and personalized instruction helps teaching artists become more effective communicators of their passion. Likewise, you will navigate master schedules and coordinate school performances. You bring a multicultural, trauma-informed perspective to an organization built on self-agency and justice through arts education.

Scope

As Program Coordinator, you are one of the first points of contact for Center teaching artists, school site administration, and classroom teachers. You will oversee performing arts programs at 4-7 elementary school sites and help supervise up to 12 teaching artists. This includes scheduling, leading communication efforts with school and district administration and teachers, finding substitutes as needed, coordinating concerts, and observing/providing training to teaching artists alongside the Director of School Partnerships. The Program Coordinator may be required to teach up to one full day per week.

Some Examples of Key Responsibilities:

- Supervise and direct the work of up to 12 School Partnerships Faculty.
- Observe, instruct, and coach teaching artists on best practices for age-appropriate, trauma-informed, classroom management to strengthen teaching practice.
- Create a culturally appropriate, scaffolded classroom management training program for EBCPA teaching artists (with DSNP).
- Plan and execute meetings/professional development for Teaching Artists as directed by the DSNP.
- Oversee logistics and administration of program activities, including class schedules, calendars, make-ups and cancellations, guest artist visits, staff meetings, assemblies, etc.

- Oversee and coordinate student performances with Teaching Artists, Center staff, and school staff.
- Oversee payroll for designated supervisees.
- Track programmatic expenses and document program activities in consultation with the DSNP.
- Confer with teachers and school leaders to aid in the development of robust, appropriate, educational programming.
- Teach up to 1 day per week in the In-School Arts Program; develop engaging, age-appropriate, trauma informed/culturally relevant performing arts curriculum and units of study for elementary classrooms.

Knowledge and Skills (typically required of the position):

- Ability to onboard and train teaching artists in trauma-informed classroom management
- Passion for the arts and high-level proficiency, including experience as a performing artist and a broad understanding of music pedagogy
- Experience working in under-resourced communities with socio-economic, racial and culturally diverse classroom settings
- Ability to effectively manage large groups of students
- Experience coordinating music assemblies and performances
- An exhibited ability to work with children in a caring and respectful manner in order to create a joyful, caring classroom environment where instructional time includes community building, conflict resolution, skill-building, and empowering students
- Experience working with administrative teams, including use of administrative tools (payroll systems, excel, google docs/sheets, etc.)
- Maturity, humility, strong work ethic, sense of humor, collaborative nature, and a can-do attitude
- Belief that all students can express themselves artistically and achieve at high levels
- Strong written and verbal skills and ability to communicate to a diverse audience

Work Schedule:

- Monday – Friday, 40 hours per week; some evenings or weekends as required

Minimum Requirements:

Education and Training

- Minimum of five (5) years of experience teaching a developmental, student-centered performing arts teaching practice for elementary students
- A Bachelor's degree; teaching credential or Master's a plus
- (preferred) Experience coaching teachers for in-classroom settings (elementary, any subject)

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: \$65,000.00 - \$72,000.00 annually

Application Process:

If interested, please submit the following documents to Deborah Preston, Director of Human Resources: Deborah.preston@eastbaycenter.org

- Resume and cover letter as a Word or PDF document
- A list of three professional references
- Please include in the subject line: PRODUCTION COORDINATOR

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