

**JOB DESCRIPTION**  
**Registrar (School and Neighborhood Partnerships)**  
**(Hourly; Full-Time; Non-Exempt)**

**About East Bay Center for the Performing Arts**



For more than 56 years, East Bay Center for the Performing Arts (EBCPA) has been a cultural beacon in Richmond, California, engaging children and youth with transformative, tuition-free arts education, i.e., music, theater and dance training, new artistic work, and community gatherings that are reflective of the richness and diversity of the local population. Our programs are designed to create safe, rigorous, supportive spaces where young people can explore and express themselves through cross-cultural performing arts—catalyzing personal growth, community connection, and social change. Every day, our work at the Center demonstrates the power of art to unite and uplift people of diverse backgrounds and create new ways of seeing the world. East Bay Center serves approximately 4,400+ children and youth each year in 16+ schools and 7 community centers. The Center's staff consists of approximately 25 administrative staff and 75+ teaching artists. Our staff are passionate and committed to the values and established goals, and they have a deep understanding of the cultural assets that are present. Our youth are from communities reflective of the city's demographics: 95% are youth of color, 80% come from low-income families, and 40% are English language learners. Through the active creation of original art, we emphasize social justice, and the skill, effort, courage, and discipline needed to successfully prepare, create, and perform!

In our next 50+ years, we aspire to engage thousands more youth and strengthen our role as a community hub and cultural anchor in Richmond. Despite their importance, affordable, culturally relevant, sequential musical and performing arts training opportunities for youth are scarce in Richmond. The need is clear: schools in our district face significant challenges in securing sufficient funding for the arts, and 90% of CA public schools do not meet state standards for arts education. East Bay Center fills this void through tuition-free, healing-centered performing arts programs at our main site (70+ weekly classes) and sequential arts education in 15 Richmond public schools.

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## About the Position

Under the direction of the Director of School and Neighborhood Partnerships (DSNP), the incumbent is the first point of contact for school and neighborhood partners and requires prompt attention and clear communication with all EBCPA constituents. In collaboration with SNP staff, the Registrar will create and maintain the annual teaching schedule for all school and neighborhood partners and EBCPA Teaching Artists.

## The Opportunity

We are in search of an organized and proactive individual who has a passion for the role of the arts in K-12 education, social justice, and community development. They will be able to address changes quickly and accurately, be a graceful and effective communicator, and use the existing scheduling tools and systems to carry out their work. The incumbent will be responsible for interfacing with school site administrators, classroom teachers, teaching artists, and community members. They will coordinate school and community weekly classes, student showcases, school assemblies, schedule changes, and other programs and events. This role requires careful attention to detail, prompt and effective communication, and problem solving in collaboration with Center staff and colleagues. Extensive administrative and customer service experience is preferred, especially serving youth in a public school and/or non-profit setting. Understanding of school schedules and classrooms, barriers to access, especially for low-income, English Language learners, and underrepresented demographics in the Bay Area is a plus.

## Essential Duties

*(This position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level).*

## Key Responsibilities

- Coordinate the creation of the annual master schedule for school and neighborhood partners and ensure all teaching artists are scheduled at the correct schools without conflicts (with DSNP), and other details necessary to support scheduling for the Center's school and neighborhood partnerships.
- Responsible for collecting and accounting for unique schedules of partners (school holidays, conference weeks, summer field trips, etc.).
- Responsible for updating, maintaining, and rescheduling classes in a timely manner when conflicts arise (teaching artist absent, showcase canceled, etc.).
- Responsible for scheduling student showcases, dress rehearsals, school assemblies, residencies, and other school events.
- Communicate timely and clearly with all stakeholders when scheduling.
- Payroll responsibilities - enter teaching artist hours and updates in Paycom (timekeeping system) and relevant scheduling spreadsheets.
- Track all tasks in task management system (Asana) to ensure effective documentation of tasks.

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- Maintain prompt and professional communication with EBCPA constituents (principals, site administrators, classroom teachers, teaching artists, students, etc.).
- Maintain accurate scheduling data and prepare reports as needed for budgets and grants (with DSNP).
- Prepare invoices and budgets for contract negotiations with community partners (with DSNP).
- Train staff in the use of SNP registration and school and neighborhood partnerships registration and scheduling systems, including software and data tables related to records administration.
- Available to attend and support school and neighborhood partnership events as needed.
- Support with classroom observations as needed to assess fit between teaching artists and partner sites (with all SNP staff).
- Perform other related duties as assigned.

#### **The ideal candidate and attributes**

- A deep commitment to social justice, cultural humility, and direct experience working and communicating with diverse populations.
- Excellent verbal and written communication skills.
- Experience working in educational settings and creating school schedules.
- An affinity for solving complex issues.
- Excellent computer skills (Macintosh), including proficiency in Microsoft Office (spreadsheet formulas), Google Drive and Zoom web conferencing. Experience using Paycom or other scheduling software is a plus.
- Exceptional organizational skills.
- Ability to work both independently and as part of a team, take initiative, be proactive, work quickly and accurately with great attention to detail.
- Ability to prioritize and multitask, managing multiple programs and participant needs simultaneously.
- Excellent interpersonal skills with the ability to maintain a calm and patient demeanor with students, staff, and stakeholders.

#### **Education and Training**

- High school diploma or equivalent.
- Minimum one (1) year experience working with children or youth in a performing arts and/or school environment.
- Minimum three (3) years' experience working in a customer service and/or similar administrative role.

#### **Other Skills and Abilities**

- Bilingual fluency in English and Spanish is preferred.
- Experience as a practicing artist (music, dance, or theater) is a plus.

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## Work Schedule

40 hours a week. Monday - Friday 8:30am - 5:00pm (occasional evenings and weekends as needed)

## Additional Requirements

- Must possess a valid California Class C driver's license at the time and for the duration of appointment.
- Requires the incumbent to complete and pass a 10-year background check, which includes a Criminal History Records Check (CHRC) prior to being considered for employment. This status must be maintained for the duration of employment.

## Benefits and Culture

This on-site, non-exempt position is based in Richmond, California. The Center believes each team member is vital to the organization's success. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief. Our staff and leadership demonstrate the ways in which our work is continually enhanced by a diversity of thought and perspectives. Our team prioritizes rest, restoration, and creativity as part of encouraging our teammates to live healthy, balanced lives. We celebrate the successes of our team and work collaboratively toward common goals in service of our shared commitment to social justice for youth in the face of systems of oppression.

We are offering a salary range of \$30.00/hr. - \$32.98/hr. based on qualifications. East Bay Center also offers a comprehensive benefits package that includes:

- Health, Dental and Life Insurance
- Vision, Short- and Long-Term Disability
- Time Off benefits, including Paid Sick Leave, Vacation
- 12 Paid Holidays
- Paid Family Leave (PFL), Bereavement Leave, Pregnancy and Pregnancy-Related Disability Leave and Accommodations, reproductive Loss Leave
- Retirement, 4% Employer Contribution (after one year)

## How to Apply

Please submit a thoughtful cover letter and resume to: Deborah Preston, Director of Human Resources at [Deborah.preston@eastbaycenter.org](mailto:Deborah.preston@eastbaycenter.org), with the **Registrar** position in the Subject Line. We will respond to all applicants. Thank you.

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