



Community & Outreach Manager

Are you a fun, collaborative person that loves variety in your work? The position of Community & Outreach Manager enjoys a variety of duties that includes working to develop new programming, hire artists, and implement programming. The position is responsible for coordinating the in-school programs and community classes, and assists the CEO in the overall successful delivery of the programs. This position requires strong verbal and written communication, and organizational skills.

This position is responsible for performing highly skilled managerial and coordination duties and requires an individual who is willing to be creative in responding to diverse challenges. This position works closely with performing artists, visual artists, teachers and schools. A friendly, good communicator with the ability to work with many types of people is a plus. Maturity, an even temper, and the ability to deal with stress and deadlines are essential.

Flexibility is very important and ability to do several tasks at a time is often necessary. The successful candidate will be detail orientated, have advance planning skills, great with follow up, and follow through, some knowledge of visual arts, sound, theater or dance tech is preferred. Must be capable in computer software including Microsoft Word and Excel programs.

Job Type: Full-time 5 days per week, will consider part-time schedule, 4 days per week

In Person.

Reports to CEO.

Salary: Pay comm. with experience, \$24-26/hr.

Required Experience: Three to five years of program coordination or management experience, preferably in a non-profit setting, or a combination of schooling and work experience.

Deadline to apply Feb 29, 2023

Typical duties include:

- Coordinates the delivery and promotion of programs to schools, teachers and parents.
- Designs systems and materials to equitably and broadly promote the programs.
- Responsible for the delivery and success of the programs and oversees each artist residency.
- Leads and participates in developing community classes and programming.

- Acts as the primary coordinator for performing and visual artists, as an artist liaison, for both schools and public performances.
- Communicate with schools throughout the year about scheduling, invoices, surveys and input.
- Reviews tech rider and communicates with artists and booking agents about needs.
- Coordinates scheduling, lodging and dinner arrangements for artists.
- Coordinate sound and lighting staff for school shows and public shows.
- Create educational study guides that meet state and federal standards.
- Plan and execute artist receptions, arrange venue and catering.
- Review materials received from artists and their agents/representatives.
- Transport all equipment needed to venues.

ESSENTIAL QUALIFICATIONS AND ABILITIES:

- Excellent customer service skills and naturally fun and friendly.
- Excellent basic computer skills (Microsoft Office Word and Excel; word processing, spread sheet, data base, email and internet experience).
- Ability to work independently.
- Strong organization skills.
- Ability to perform as an effective team member.
- Ethical business practices.
- Excellent history of attendance and on-time performance.
- Care about the non-profit mission and be an ambassador for Arts For The Schools work and community programs.
- Ability to lift 25 lbs, and carry, lift and bend.

Employee Benefits include:

- Sick Pay (accrued)
- Vacation Pay (accrued)
- Paid Holidays (7)
- Observed Holidays (9) and School Breaks Observed
- Health Care Stipend/Health Savings Account*dependent on hours worked

To Apply:

To apply for this position please submit to admin@artsfortheschools.org;

- Short cover letter or email stating why you want to work for Arts For The Schools
- Resume with dates of employment
- Names of two professional references

Questions please call 530-582-8278.

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