

Job Title: Education Program Coordinator
FT, 40 hours/week, hourly, non-exempt

Montalvo Arts Center is seeking an experienced and organized Education Program Coordinator to join our outstanding Education Department. Reporting to and working closely with the Director of Education, this position will be responsible for a range of community educational programs as part of Montalvo's expanding Arts Education & Outreach initiatives. The Coordinator will work closely with other Montalvo staff, artists, teachers, interns, volunteers and the public.

Responsibilities include, but are not limited to:

- Work independently and as a team member to coordinate education programs including, but not limited to, school residency program, classes, workshops, lectures, conferences, Arts Festivals, as well as providing support for arts camps, field trips, and performance series.
- Provide program administration, including scheduling, contracting, budget and payment tracking, petty cash, event work orders, marketing and outreach, using ticketing software, and program registration.
- Help develop, manage, and execute programs including events, workshops, classes, and offsite meetings.
- Create, edit, and teach lesson plans for student extensions/field trips.
- Assist in developing supporting documents for new or expanding programs, such as the Institute of Creative Learning.
- Participation and note-taking for Education Committee meetings.
- Responsibilities will often include attendance at events to oversee operations.
- Recruitment, training and supervision of both adult and youth program staff, volunteers, docents and interns.
- Assist and interact with artists, both locally and internationally during programs and events.
- Prepare and supply studios with necessary materials and equipment.
- Collaborate across departments.
- Perform other related duties as required.

The ideal candidate will have the following qualifications:

- Bachelor's degree in Studio Arts, Education or related field required. Education in both preferred.
- Previous experience working in arts education administration with familiarity on program development and delivery preferred.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office (Word, Excel, Power Point) and Microsoft Outlook required.
- Excellent organizational and time management skills, attention to detail, and ability to multitask.
- Ability to work in a growing, fast paced, multifaceted, adaptive, collaborative, and creative environment that often requires innovative and efficient problem solving skills.
- Ability to work independently or as part of a team, and take initiative as required, under direct or indirect supervision.
- Interest and ability to work and interact with diverse populations including youth, adult, artist, parent, and educator with a wide range of needs and expectations.
- Must be available to work some evenings and weekends.
- Experience working with a variety of visual studio equipment is helpful.

Working Conditions & Physical Tasks:

Typical office environment; requires the ability to remain seated at a computer workstation for extended periods. Some job functions performed outdoor and require walking over hilly terrain. Some local travel may be necessary; valid driver's license and access to a vehicle is required. The employee is frequently required to talk and hear; sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to, stoop, kneel, crouch, or crawl, lift and/or move up to 30 pounds.

Equipment used:

Desktop and/or laptop computer and applicable programs. Tools specific to various artistic disciplines to possibly include but not limited to: pottery tools, drawing and painting tools, light power tools, sculptural tools, musical instruments, cooking equipment, etc.

Background check and DOJ LiveScan fingerprint clearance required. CPR/First Aid certification required within 60-days of hire.

Salary: DOE.

Benefits: Montalvo offers a comprehensive benefits package that includes medical, dental and vision insurance; FSA; and 401(K) retirement plan.

To apply, submit a cover letter summarizing your skills and experience related to the position, your resume, and a Montalvo Arts Center employment application to Human Resources via email at hr@montalvoarts.org. Resumes without cover letter will not be considered. No phone calls about the position, please. Position is open until filled. Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview.

For more detailed information about Montalvo Arts Center visit our website at montalvoarts.org.

Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.