



## Site Coordinator

Full Time Position

**Description:** The Site Coordinator works directly with the Director of Programs to develop and implement in-school, after-school, and special program initiatives that align with the Arts @ Large mission and deepen school and community partnerships.

**Direct Report:** Senior Site Coordinator

**Secondary Report:** Director of Programs

### Program Coordination

- In-School Programs
  - Establish rapport with administrators, team leads, and other school constituents
  - Facilitate meetings between artists, administrators, and other stakeholders
    - Work to ensure clear lines of communication are established among all stakeholders
    - Conduct site visits, schedule follow ups, etc
  - Oversee and ensure contracting procedures are implemented with fidelity
  - Coordinate in-school residency needs, materials, scheduling changes, etc
  - Ensure artist, teacher, and administrator pre and post surveys are administered
- After-School Programs
  - Assist in the design and implementation of student-parent engagement programs both on and off site
  - Oversee bussing and logistics for special program events, field trips, etc
  - Work with Director of Programs, Senior Site Coordinator and CEO to deepen existing partnerships with MPS after school initiatives
- Artist Relations
  - Introduce community artist educators to the A@L model
  - Assist with contracting procedures, artist engagement, and program coordination
    - Attend meetings, facilitate discussions between artists and school staff, draft contracts
    - Assist artists with proposal and contracting procedures, questions/concerns, etc
    - Ensure artists educators are following organizational procedures for invoicing, etc
- Professional Development
  - Assist Director of Programs and Senior Site Coordinator in the design and implementation of professional development opportunities for A@L artist educators, teachers, and staff
  - Interface with Arts @ Large instructional coaches to assist in coordination of professional development events
  - Identify and address gaps in knowledge, technical skills, interpersonal skills and interaction with youth among artist educators and work with Director of Programs, Senior Site Coordinator and Instructional Coach to close gaps
- Instructional Coaching
  - Develop the skills to provide key support services to A@L artist educators and teachers, including: professional development workshops, regularly scheduled site visits, and in-person and email feedback, coaching and support.
- Art and Multimedia Equipment
  - Coordinate inventory and check-out procedures for all arts, music and multimedia equipment to be used for in school residencies and programs
- Other tasks as assigned

### Community Relations

- Represent A@L in the community and on community forums, boards, as assigned

**Skills:** Site Coordination, Writing & Communication skills, Leadership, Organization, Time Management, Presentation Skills, basic computer skills including Microsoft Office Suite.

**Qualifications:** Undergraduate degree, 2 years experience in the field of education, non profits, or service industries. Valid driver's license.