

EDMONDS CENTER FOR THE ARTS / EDMONDS PUBLIC FACILITIES DISTRICT

POSITION: Education & Community Engagement Coordinator

EMPLOYMENT STATUS: Permanent, Full-Time, Variable Hours, Non-Exempt

REPORTS TO: Director of Education & Community Engagement

POSITION SALARY RANGE: \$44,750-\$55,000 (\$21.51-\$26.44 per hour)

BENEFITS: This position is eligible for a competitive package including:

Medical, Dental, Vision benefits available. • Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan. • Company paid LTD and Life Insurance, with option to enroll in voluntary plans. • Employee Assistance Program (EAP) • Healthcare & Daycare Flexible Savings Accounts (FSA) • Up to 10 days of vacation time per year, up to 12 days of sick time per year, and 14 paid holidays per year.

Position Summary:

EPFD/ECA's Education & Community Engagement Coordinator is a highly-organized and energetic professional who has a passion for arts in education, social justice, and health. This position works under the direction of the Director of Education & Community Engagement on the management and coordination of all ECA's major educational annual events which include but are not limited to: WE SPEAK Youth Poetry Slam Competition, Kidstock!, Summer Camps, and Educator Preview.

The Education & Community Engagement Coordinator builds community relations and coordinates all aspects of ECA's outreach/residency programs by working with arts educators, classroom teachers, arts in health administrators, and district leaders. They assess opportunities in which ECA can serve as a catalyst for arts in health programming that ultimately supports community centers, schools, clinics, hospitals, non-profit arts organizations, public health facilities and senior centers, and more. By coordinating with various team members and understanding the community connection and impact of each event, the Education & Community Engagement Coordinator contributes significantly to the overall success and quality of ECA's educational events. Like all employees at EPFD/ECA, the House Electrician must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals, and values, while contributing to their evolution.

An Education & Community Engagement Coordinator at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. They value a diverse team, are welcoming of different perspectives and approaches, and make sure that their colleagues and partners feel valued and empowered.

Essential Functions

Education & Community Engagement Support

- Work with Director of Education & Community Engagement to identify and book appropriate artists for ECA's educational and community engagement programming based on community interactions and findings.
- Manage and coordinate outreach event programs in schools, community venues, and professional development workshops for teachers.
- Coordinate, attend, and assist with taking field note observations for all Dementia- Inclusive Series and all outreach programs, acting as the liaison between artists and participants.
- Develop focus group PowerPoint presentations for internal evaluation projects.
- In partnership with the Patron Experience Department, manage front-of-house administrative logistics for Education Matinees and serve as Lead Event Manager for Teacher Preview and Kidstock!

- Assist with outreach efforts in schools, community groups and other potential partners, in partnership with the Marketing department, to drive student participation.
- Research and write “teacher ties”/curricular materials that align with Common Core State Standards and Washington EALRs.
- Identify potential recipients for ECA’s low-cost and free arts access programs (e.g., Arts for Everyone, Aunt Bette’s Bus Fund) in conjunction with Director of Education & Community Engagement.
- Administer ECA’s annual Summer Arts Enrichment Camps, acting as the first point of contact for teaching artists, students, and families and manages all daily activities and logistics in close communication with EPFD/ECA Facilities Department, camp instructors, camper records, and volunteers.
- Administer WE SPEAK event, tracking student submissions; acting as primary point of contact for youth; managing meeting and deliberation of jury panel, and communicating results.
- Assist with identifying and coordination of program facilitators, MC’s, and artist preshow talks.
- Responsible for data entry and managing school group reservations and invoicing.
- Facilitate workshops as needed.
- Coordinate with production team members to meet production requirements.

Marketing, Communications and Development Support

- Support with designing program surveys for teachers, students, and community members.
- Partner with marketing department as needed to create and execute marketing plans and materials associated with Education and Community Engagement Programs.
- Communication and promotion of ECA educational events to surrounding community school districts, teachers, and school administrators.
- Collaborate with Development Department in submitting grant proposal materials and participation data, as needed, to assist with funder proposals, acknowledgements, and reports.
- Administer education and community databases and leads e-blasts education communications as related to matinees to teachers/participants.
- Assist with presentation development to Education Committee Members, Board Members, and other community members, as needed.

Administrative Support

- Drafts offer letters for review and submission to agent/artist by the Director of Education & Community Engagement.
- Serve as primary contact, coordinating and administering contracts and performance agreements, managing invoices and payments processes for educational programming, while maintaining contract processes and timelines for payments and reporting.
- Manage reservations, develop seating charts for matinees and welcome school groups to the theatre on the day of performances.
- Coordinate allocation, record-keeping, and compliance of the \$2 Arts for Everyone tickets for low-income schools and families and Aunt Bette’s Bus Fund to eligible schools & community groups.
- Manage Audience View entries and drafts messages for summer camps and matinees.
- Communicate to schools, community groups, and homeschool families to ensure accurate information regarding the logistics and protocols surrounding education matinees.
- Maintain strong and accurate records and systems through database management, data entry & analysis to support continued expansion of ECA Education & Community Engagement programs; program records including, but not limited to, attendee/class lists, schedules, scholarship, and award processes.
- Solicit and collect feedback from participants and teaching artists and provide feedback and recommendations for improvements to the Director of Education & Community Engagement.
- Assists with quantitative and qualitative program evaluation, creation of goals and benchmarks for program assessment, and reporting mechanisms associated with their tracking.



- Assists with purchasing and the setting up of ECA's Creative Aging programming breakfasts, room setup and participant communications prior to events.
- Assist on special projects as assigned.

Other

- Attend department, staff, and other production-related meetings, as required.
- Support ECA employees with tasks as needed (e.g., setup and strike of VIP dinners and other events)
- Participate in other projects and duties as assigned.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communication, and interpersonal skills, including ability to work effectively with various departments, external partners, and diverse teams.
- Strong problem-solving skills to troubleshoot and address issues quickly and effectively.
- Excellent attention to detail and time management skills.
- Inherent comfort level for quickly adapting to changing environments.
- Ability to take initiative, work independently and collaboratively to solve problems and improve efficiency.
- Ability to create and implement systems for process improvement.
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- An ability to exercise a high level of professionalism, judgment, and above all, discretion, and confidentiality.
- High degree of comfort reading, writing, and understanding intent of contract language.
- Excellent computer skills including MS Office.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university, with focus on arts education, music therapy, early childhood education or related field of study or Associate's Degree with up to four years of related work experience, or equivalent combination of education and experience.
- Minimum of 2-3 years professional work experience preferred (program coordination, arts administration, teaching, event planning).
- Minimum of 2 years' relevant experience in contract administration.
- Knowledge of Washington State and/or national curriculum standards and current trends in education, with teaching experience preferred.
- A valid driver's license and acceptable driving record is required for those in positions that may operate company vehicles.
- CPR/First Aid Certification (within 1st 90 days)
- Crowd Control Certification (within 1st 90 days)

WORKING CONDITIONS:

This position may have a moderate to high stress level associated with dealing with crowds of public visitors. The environment is mainly indoors, however position may occasionally be required to work outdoors and exposed to the elements (heat, rain, etc.).

This is a full-time position; hours of work are typically during the standard work week but must be flexible and varied to meet the demands of the events of the department and facility. Must be able to work extended and/or irregular hours including day, nights, weekends, and holidays, as needed. Must have reliable transportation.

- Standard office environment for administrative tasks. Moderate level of movement around the venue, often at a quick pace. May include periods of remaining in a stationary position in an office setting and operating a computer.
- May require ability to continuously stand or walk for extended periods.



- May require lifting, climbing, carrying, bending, stooping, squatting, and kneeling for extended periods of time.
- Ability to lift up to 40-pound items, occasionally up to 50+ pounds with or without assistance, while maintaining good balance.
- Ability to work more than 8 hours in a single shift.
- Unexpected interruptions occur often, and stress level is moderate to high.
- Noise level is quiet to moderate.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and equipment.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- May require occasional travel.

APPLICATION REQUIREMENTS:

Please send cover letter describing qualifications, resume, three references, completed EPFD/ECA Application Form and Voluntary EEO Survey (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to careers@ec4arts.org OR to **Education & Community Engagement Coordinator**, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020. No phone calls please.

Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities are strongly encouraged to apply.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.