



Think 360 Arts for Learning

Program Coordinator: Adult Learning, Job Description

The Program Coordinator is responsible for supporting the successful implementation of Think 360 Arts educational and professional development programs. The Program Coordinator position reports to the Education Director and works closely with the Executive Director and all of the Think 360 Arts support staff.

About Us

Think 360 Arts' mission is to cultivate and sustain the arts as essential to all learning through creative experiences for students and teachers. Through our values of collaboration, equity and access, diversity, and creativity, we envision is a community that embraces the arts as a fundamental tool to enhance learning.

The goals of our programming include:

- Providing opportunities for authentic arts experiences with professional artists
- Nurturing creativity and encouraging students in life-long arts involvement
- Helping students of all learning styles feel a sense of achievement in learning, social and character development, and self-awareness
- Aid educators in developing imaginative and alternative ways of teaching
- Encourage a school's and community's deepening commitment to the arts

Learn more about our programs here: <https://think360arts.org/what-we-do/>

Think 360 Arts for Learning is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

ROLES & RESPONSIBILITIES:

Professional Development, Community and School Programs

- Assist with the booking of arts education professional development in-services, Creative Learning Lab workshops, and the Institute for Creative Teaching for Colorado teachers.
- Work with Education Director and teaching artists to design and deliver programs that effectively connect the arts with the curriculum and 2020 Arts Standards.
- Assist Education Director in responding to requests and booking artist in residence, performances, and workshops for Creative Aging programs.
- Assist in coordination of Early Childhood Education (ECE) programs, including contracts, scheduling, and communications with artists and schools.
- Facilitate planning meetings between partners and teaching artists as well as all follow-up needed to ensure successful high quality programming.
- Assist with the outreach, implementation and reporting of programs including ECE, Professional Development, Creative Aging and the CAP Grant program.

- Maintain Salesforce database as it relates to educational programming. Assist with the compilation of program statistics and financial data on related programs using Salesforce for grants and reports.

Strategic Partnerships and Outreach

- Help facilitate and maintain relationships with school administrators and teachers for ECE programming as well as professional development workshops and the Institute for Creative Teaching.
- Help facilitate and strengthen relationships with partners and representatives from older adult communities for Creative Aging programs.
- Assist with identifying partners and collaborators for implementing new services and programs.
- Stay current with local, state and national issues and trends in arts education.
- Represent Think 360 Arts at appropriate professional gatherings as required.

Other duties as assigned

QUALIFICATIONS OR SKILLS DESIRED:

- Candidates should be detail oriented and have excellent written, verbal and interpersonal communication skills.
- An abiding belief and understanding of the value of the arts to support education throughout the lifespan.
- An undergraduate or an associates degree is preferred.
- A working knowledge of Microsoft Office Suite is required. Experience with Salesforce or any CRM database is preferred.
- Bilingual preferred.

SALARY AND OFFICE HOURS

This is a 24 hour/week salaried position, our normal business hours are 8:00 am - 4:00 pm Monday through Friday; on occasion hours outside of normal business hours may be required. The salary for this position is \$18,720, with an hourly rate of \$15/hour.

TO APPLY

Please submit a cover letter and resume by email to info@think360arts.org by **5pm August 13, 2019 with the subject heading "Program Coordinator Job."** In person interviews will be on August 29st and the start date for this position will be September 16th, 2019. Please no calls or drop-ins.