

## Think 360 Arts for Learning Program Coordinator - Position Announcement



### About Us

Think 360 Arts' mission is to engage Coloradans of all ages in innovative arts programming that inspires creativity, builds community & advances equity. Through the values of collaboration, equity and access, diversity, and creativity, we:

- Provide opportunities for authentic arts experiences with professional artists
- Nurture creativity and social-emotional growth
- Help students of all ages and identities feel a sense of community and belonging
- Aid educators in developing imaginative ways of teaching

Our small staff of dedicated arts administrators work with Teaching Artists, PreK-12 teachers, and community partners to create customized arts programs for Coloradans throughout the state. 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, disability, age, or veteran status. Bilingual applicants are encouraged to apply.

### **ROLES & RESPONSIBILITIES:**

The Program Coordinator is responsible for supporting the successful implementation of Think 360 Arts' educational programs. While the position primarily focuses on administering Think 360 Arts' Creative Aging program, the role also supports the Program Manager in booking school and community programs. This position reports to the Program Manager and works collaboratively with all of the Think 360 Arts support staff.

### **Creative Aging (60%)**

Work with the Program Manager, community partners and teaching artists to design and deliver arts education programs that support older adults in aging healthfully through the following:

- Respond to booking requests for artist in residence, performances, and workshops for Creative Aging programs.
- Coordinate Creative Aging programs, including contracts, scheduling, and communications with artists and community partners.
- Maintain existing relationships with Creative Aging partners; assist with identifying partners and collaborators for implementing new services and programs.
- Work with outside contractors, including evaluators, trainers, and rural liaisons, ensuring work stays on track and is true to program goals.
- Gather information for grant proposals and reports.
- Attend community gatherings designed to further collaborations among local entities with an interest in Creative Aging.
- 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.

### **School & Community Programs (40%)**

- Respond to booking requests for artist in residence, performances, and workshops for School programs, as assigned by the Program Manager.
- Coordinate a limited number of school and community 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.

### **Qualifications and Desired Skills**

- At least one year experience in program administration, preferably in a non-profit or educational setting.
- Commitment to fostering an inclusive culture.
- Familiarity with the Creative Aging landscape in Colorado.
- Familiarity with the Teaching Artist role.
- Exceptional interpersonal, written, and verbal communication skills.
- Ability to work in a small, collaborative environment with varied tasks day-to-day.
- Experience or willingness to learn Google Suite (Gmail, Gchat, GCal, Google Meet, Drive), Salesforce, and Zoom meeting management.

### **Salary and Office Hours**

This is a 40 hour/week salaried, non-exempt position with flexible hours that intersperse working from home and working from our office in Denver. The salary for this position is in the range of \$35,000-\$38,000/year. Benefits include health and dental insurance with 100% individual premiums covered by the organization and options to include family at an additional cost, Simple IRA with a 3% match, and paid professional development opportunities. Time off includes three holiday weeks (Thanksgiving & Winter Breaks, aligned with Denver Public Schools Calendar) plus 6 paid holidays yearly. Think 360 Arts has a self-managed PTO policy to allow for healthy work-life balance; each employee is encouraged to take at least 1 week off quarterly.

### **To Apply**

To apply, send a resume and cover letter to [info@think360arts.org](mailto:info@think360arts.org) with the subject: Program Coordinator Position. Priority consideration will be give to applications received by Monday, March 14 at 9 a.m.