



ARTS COUNCIL for Monterey County

POSITION: ARTS EDUCATION COORDINATOR

REPORTS TO: Programs Director

STATUS: Part-time, up to 30 hours/week /Non-Exempt

Under the general direction of the Programs Director, the Arts Education Coordinator plays a key role in supporting the growth, quality, and successful delivery of Arts Education programming. The position serves as a primary contact for teaching artists, schools, and community partners, coordinating operations, communications, contracts, documentation, and logistics while supporting effective program implementation and strong partner relationships.

The Arts Education Coordinator supports Arts Education initiatives within the Programs Department, with an emphasis on K-12 school and community partner programs. Responsibilities include but are not limited to:

- In coordination with the Programs Director, support the development and implementation of annual Arts Education work plans, including student service goals, major activities, budget tracking, and program priorities;
- Support program development and growth in schools and community settings through teaching artist recruitment, onboarding, feedback, and program coordination;
- Support and contribute to program design, curriculum development, implementation, and program evaluation efforts;
- Serve as primary point of contact for partner schools, organizations, and teaching artists, coordinating communication, scheduling, program logistics, and ongoing support to ensure successful program delivery;
- Coordinate contract preparation, program logistics, and communications to support successful implementation of Arts Education programs and partnerships;
- Prepare, track, and monitor Arts Education contracts, invoices, and related documentation for schools and community partners;
- Maintain teaching artist profiles, curriculum snapshots, and program materials for marketing, partner communications, and organizational records;
- Process and track teaching artist payroll and expense reimbursements, and review lesson plans, reports, and supporting documentation to ensure alignment with program requirements and contract expectations;
- Coordinate collection and organization of program documentation through teaching artists, including photos, videos, reports, and outcome data to support grant reporting and program evaluation;
- Maintain and update program performance tracking, including participation, teaching artist, school, and community partner data for reporting and evaluation purposes;
- Coordinate teaching artist onboarding, orientation, training, and ongoing communication regarding organizational policies, program requirements, and contract expectations;
- Monitor teaching artist schedules, attendance, make-up sessions, and contract deliverables to ensure accurate communication, documentation, and fulfillment of program commitments;
- Support teaching artist success through onboarding, communication, resource sharing, and coordination of professional development opportunities;

- Coordinate outreach, recruitment, communications, logistics, and event management for the annual Poetry Out Loud program;
- Coordinate and staff Arts Education outreach events, presentations, and community engagement activities;
- Other duties as assigned by the Programs Director or Executive Director.

REQUIRED

- Bachelor's degree or a minimum of three years of relevant professional experience in arts education, education, nonprofit programs, project coordination, or a related field;
- Strong organizational, project coordination, administrative, and communication skills, with the ability to manage multiple priorities and deadlines simultaneously;
- Ability to establish priorities, contribute ideas, collaborate effectively, and work independently with minimal supervision;
- Excellent communication, writing, record-keeping, and data management skills;
- Proficiency in Microsoft Office Suite, Google Workspace, and project management platforms such as Asana;
- Experience coordinating programs involving multiple stakeholders, schedules, and deadlines preferred;
- Experience working with artists, educators, schools, youth programs, or community-based organizations preferred;
- Ability and willingness to work occasional evenings and weekends as required for the job;
- Ability to lift/push/pull up to 25 pounds;
- Ability to travel within Monterey County with reliable transportation and insurance.
- The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

BENEFITS

- Health, Dental and Life Insurance
- 401k with 3% Employee Match after one year
- 2 Weeks Paid Vacation first year
- 13 Paid Holidays

SALARY RANGE: Salary Range: \$30-33/hour up to 30 hours per week

**TO APPLY, PLEASE SUBMIT YOUR RESUME TO
ALEJANDRA@ARTS4MC.ORG**

(Applicants are encouraged to include additional materials that help us understand their experience and interest in the role)