

**Job Title:** Education and Outreach Coordinator  
**Reports To:** Director of Education & Outreach  
**FLSA Status:** Nonexempt: Full-time, Hourly

The Education and Outreach Coordinator will actively participate and assist in the preparation and implementation of education, outreach, and arts programming including providing administrative assistance for artists, educators, and contractors who execute our programs, organization and preparation for visual art banner competitions across multiple counties, and supporting visual and performing arts workshops, camps and private lessons throughout the year across multiple platforms.

**Essential Duties And Responsibilities (Note: Other duties may be assigned)**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Builds profiles of each instructor to allow for ease of matching students to the right instructor and/or program by ability level.
- Provides and confirms schedules with contractors as well as tracking contractor hours and managing internal paperwork for finance, HR, etc.
- Builds and maintains schedules for music and vocal lessons, working with registrants to alter or change when needed. Includes making contact with registrants who miss lessons w/o notice and/or whose instructor needs to make changes to the schedule.
- Provides administrative responsibilities for the Honeywell Singers Show Choir including using Active registration software to track attendance, order uniforms, communicate with participants, etc.
- Works closely with Hospitality staff to ensure spaces are properly reserved and prepared for all arts programs.
- Maintains and orders supplies for all arts programming including making sure rights are secured for all performances.
- Maintains theater prop/costume and music inventories, maintaining and recording properly.
- Coordinates outreach events, including planning activities, ordering and prepping supplies, working at the events, tracking attendance and outcomes
- Responsible for administrative duties for visual art gallery shows, banner competitions, other public art events.

- Completes general administrative work for the department including check requests, receipt tracking, and data entry.
- Provides professional email correspondence with educators and participants regarding banner competition guidelines and questions, artist visits, and other school-based activities in addition to registration for programs like VPA art, VPA theatre, music lessons, etc.
- Oversees mailings including save-the-dates for upcoming camps and workshops, invitations for banner competitions and Honor Band & Choir program, etc.
- Prepares contractor agreement templates.
- Provides Salesforce data entry and report generation for all school-based programs
- Responsible for Gallery art check-in and return coordination.
- Maintains ACTIVE Network email registrant information, email generation, and scheduling.
- Receives student information and compiles into Excel or Google Form in order to generate mailing labels, press release lists, and information needed for Marketing to create event programs.
- Tracks and orders art supplies and costume/prop items for summer camp programs, Winter and Spring Break bashes, Bunny Bash, etc.
- Compiles program information for Marketing deadlines for club cards, press releases, etc.
- Orders awards for banner competitions, student gallery shows, and Honor Band and Choir awards; certificate generation for HB&C, art camp, Rochester banner, and others.
- Assists with setup and maintain schedules for 16-week music lesson sessions and more upcoming at Eagles
- Prints VTS writing sheets and maintain monthly VTS folders for each classroom
- Works with Operations Director to schedule volunteers for outreach events, delivery of club cards and art return to schools, and assist with events as needed
- Other administrative duties as assigned.

### **Knowledge, Skills and Abilities**

*The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable*

*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Professional experience including a passion for working with students in a fast-paced and engaging environment preferred
- Ability to work independently and autonomously
- Demonstrated proactive approaches to problem solving with strong decision-making capability.
- Strong interpersonal, written and verbal communication skills
- Proactive, adaptable with the ability to work under pressure
- Demonstrated ability to lead students of all ages who are working independently on multiple projects at one time
- Presentation and relationship building skills
- Strong organizational skills, creative problem solving, and ability to multi-task
- Ability to exercise good judgment in a variety of situations
- Strong work ethic
- Outgoing personality; ability to develop new relationships and understanding that these relationships are key to the success of our program
- Knowledge of PC-based computing systems preferably both PC and MAC experience
- Customer service or similar experience

### **Education And/Or Experience**

Bachelor's degree preferred or an equivalent combination of education and experience including experience with facilitation and coaching.

### **Environment and Physical Demands**

*The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Office environment
- Utilizing an office desk – sitting, reading, listening or speaking with the ability to move intermittently throughout the day
- Constant walking and standing; frequent bending, stooping and reaching
- Occasionally lift up to 10 lbs. with the ability to push or pull more than 10 lbs.
- Ability to work in a fast-paced environment
- Strong sensory skills, such as good eyesight, good hearing, and dexterity

- Ability to operate office equipment, including computers, copiers, fax machines, and phones

**Other Requirements**

Position requires travel to reach each of the school locations.

*Responsibilities are subject to change and increase as the position evolves.*