WHY WE NEED YOU
The Program Coordinator plays a key role in delivering Living Arts Programming, especially the Out-of-School Arts (OSA) Program at the Ford Resource and Engagement Center (FREC). They are the main point of contact for youth, families, and the community in the OSA. They also will oversee and facilitate key community engagement initiatives, including the Teen Council and the bilingual Parent Advisory Council. They also support the In-School and Detroit Wolf Trap programs and provide support directly to the Program Manager and Director of Programs. They will provide on-site OSA coordinator 3-4 days per week and oversee the part-time On-Site Coordinator who assists in overseeing the OSA program at least two days per week.

ABOUT LIVING ARTS
Living Arts engages Detroit youth, teachers and families in transformative experiences in the performing, visual, literary and media arts. Through artist residencies in schools across Detroit and robust out-of-school offerings focused in Southwest Detroit, we increase youth’s academic achievement, develop their leadership and artistic skills, and strengthen our schools and communities.

RESPONSIBILITIES + FUNCTIONS

65% - OSA Program Coordination at the Ford Resource and Engagement Center (FREC)
- Launch, oversee implementation, and close-out Out-of-School Arts (OSA) program terms, including all communications and coordination with program families, youth, and contracted Teaching Artists, including the creation of class documents and syllabi.
- Coordinate the OSA enrollment process, including creation of program schedule document, preparation of the website enrollment process, answering all questions from youth and families, sorting registrations based on priority, and announcing all registration results to families and Teaching Artists. Coordinate data entry into Salesforce with the Administrative Manager as appropriate and ensure up to date records.
- Oversee 3 to 4 days per week of on-site OSA Programming, including the setup and cleanup of classes, welcoming participants to the building, ensuring safety of all participants, supporting Teaching Artist needs, answering any questions, and generally ensuring the smooth operation of programs at the Ford Resource and Engagement Center (FREC).
- Maintain up-to-date, accessible, program documents and materials: program schedules, norms and procedures, yearly calendar, planning documents, newsletter templates and permission slips. Keep all student files confidential and secure.
- Coordinate, announce, and implement the tuition payment process with families, including managing scholarship approval, sending tuition and costume fee invoices, taking cash/card/check payments, applying payments to invoices, tracking payments, and making regular cash deposits with tuition reports.
- Develop and disseminate bilingual Spanish/English program communications so all families, youth, and teaching artists are aware of upcoming dates, deadlines, and other important issues.
- Be the point-of-contact for all OSA program participants, including youth, families, and Teaching Artists. Navigate conflict and bring issues to the attention of Program Manager and/or Program Director, as appropriate.
- Be the lead coordinator of the Teen Council, ensuring adequate planning and budgeting by the group, providing guidance and deadlines, assisting with recruitment, representing the group and their initiatives/issues to org staff, and overall facilitating the success and voice of the Teen Council. Ensure strong youth voice and autonomy with appropriate support.
JOB DESCRIPTION | PROGRAM COORDINATOR

Direct Supervisor: Program Manager
Direct Reports: On-Site Program Coordinator (PT)

Full-Time Exempt, 40 hours a week. This position requires some evenings (3-9pm) and occasional weekend work.

- Be the lead coordinator of the bilingual Parent Advisory Council (PAC), ensuring adequate planning and budgeting by the group, providing guidance and deadlines, assisting with recruitment, representing the group and their initiatives/issues to org staff, and overall facilitating the success and voice of the PAC. Ensure strong voice and autonomy of the council.
- Coordinate collection of OSA program metrics, data, and evaluation as directed by the Program Manager. Field all calls about OSA programming from program participants. Manage and shift OSA enrollments as necessary, with partnership from TAs and program staff on issues of level placement, including the management of wait lists.
- Participate in the planning and implementation of the Annual Student Dance Showcase and other OSA events such as an Art Exhibition, YDE Show, community performances, and more.
- Provide coordination and assistance to all in-class issues such as behavior management, coaching TAs with daily challenges, interpersonal conflict, and questions/issues from families.
- Coordinate with FREC building staff to ensure a strong relationship of communication and reciprocity. Ensure rooms are booked for all classes and coordinate other needs and requests with the building.
- Coordinate with the Youth Dance Ensemble (YDE) Artistic Director for the success of the Youth Dance Ensemble program and its participants. Coordinate all communications for YDE participants and assist with planning and implementation of special YDE initiatives, including intensives, rehearsals, performances, and more throughout the year.
- Ensure up-to-date OSA attendance records, in partnership with Teaching Artists.
- Create incident reports for all situations requiring a report to superiors, such as injury, altercation, intervenience of law enforcement, and more.
- Monitor youth/adult activity in waiting areas, ensuring a safe and healthy environment.
- In case of an emergency, follow all emergency protocol and ensure program participants are informed and follow emergency plans.
- Coordinate communications to families and Teaching Artists in the case of cancellation of classes due to weather or other situations.

20% - General Program Coordination

- Support the documentation of all programs through photo, video, testimonials, and other methods. Collect and organize all files in the shared drive so they are easily accessible to LA staff.
- Coordinate the purchase of all supplies and materials for all programs as requested by program staff and Teaching Artists, ensuring that all are aware of program budgets and that spending does not exceed the planned budgets. Track all expenses and turn in receipts for all purchases in a timely manner. Store supplies in an organized way in appropriate facilities, and ensure Teaching Artists have access to supplies needed for residencies and workshops.
- Provide support to Teaching Artists as requested by Program Manager, by way of in person support of workshops and residencies, answering questions and finding solutions to challenges, and communicating with partners as necessary to ensure the successful execution of all programming.
- Represent Living Arts programming at community and professional events.
- Assist with the execution of program evaluation and design, creation of contractor agreements and addenda, as well as other program coordination tasks as assigned by the Program Manager and/or Program Director.
- Assist with grant narratives as requested.

5% - Oversee FREC Coordinator

- Ensure the FREC Coordinator has all necessary information to cover two to three days per week of on-site coordination of OSA programming, including but not limited to payment information, classroom
reservations, information about family or youth concerns or needs, coordination with Teaching Artists, and more.

10% - General

- Support the long-term goals and objectives of Living Arts as determined by the Executive Director and Director of Programs.
- Attend and Assist with special events, totaling no more than eight a fiscal year.
- Attend Staff and Program Meetings
- Other duties as assigned.

DESIRED QUALIFICATIONS

Competency in reading, writing, speaking, and listening in both English and Spanish required. Strong conflict resolution skills, in both interpersonal and inter-organizational contexts. Ideally, a candidate has a passion for the arts and administrative work. High School diploma required.

SALARY & BENEFITS

The salary range for this position is $37,000-$39,000 with benefits including healthcare and retirement.

- Benefits include medical, dental, optical insurance, and retirement. All full-time employees are eligible for benefits and Living Arts covers 50% of benefits for employee’s dependents. Living Arts offers 17 paid days off in addition to 13 paid holidays, which includes 3 days for religious/spiritual observance. We offer a flexible work schedule with the option of working from home when able.

HOW IS SUCCESS MEASURED?

Through the timely and effective coordination to ensure smooth operations of daily programming, especially on-site programs at the Out-of-School Arts program at the Ford Resource and Engagement Center; the leadership and facilitation of key community engagement initiatives including the bilingual Parent Advisory Council and the Teen Council; coordinating smooth and accessible enrollment processes; being the main point of contact for parents, families, and youth participating in the Out-of-School Arts program; and effective communication and partnership with staff and key stakeholders.

CONTACT US

Please submit your written application to Jobs@livingartsdetroit.org.

Living Arts is an equal opportunity employer and joyfully welcomes applications from people of color, people with accessibility needs, underrepresented genders, active service members/veterans, and LGBTQIA+ people.

The Living Arts office and programming spaces are ADA accessible.

Haga clic aquí para ver este anuncio de empleo en español.

For more information on Living Arts please visit www.livingartsdetroit.org.

If you are interested in becoming a Living Arts Teaching Artist please visit our website. www.livingartsdetroit.org/teaching-artist-inquiry-form