

EduArts Coordinator- Job Description

Overview

BAAY EduArts, a division of Bellingham Arts Academy for Youth, is an after-school enrichment program committed to helping all schools provide affordable arts education to their students. We believe the arts are a vital component of learning and personal growth. The program currently provides K-5th grade classes including theatre, choir, visual arts, guitar, ukulele, and dance.

The EduArts Coordinator is responsible for managing the BAAY EduArts program and all related communication with school partners and instructional staff. Additionally, they should provide all class rosters and be available for support during program hours after school. The EduArts Coordinator will also be responsible for recruiting and managing volunteer TAs and facilitating outreach to help the program grow.

Responsibilities

- **PROGRAM MANAGEMENT:** In collaboration with BAAY's Artistic Director, ensure that the EduArts program is well-staffed with instructors and that it provides a variety of classes in the visual and performing arts. BAAY leadership will recruit and hire new instructors, and the EduArts Coordinator should ensure that all instructors complete the necessary BAAY onboarding protocols, background checks, and school district paperwork.
- **PROGRAM COMMUNICATION:** Serve as the liaison between Whatcom County Schools and EduArts instructional staff. Work with school PTAs and administrators on program promotion and registration. Work with instructors on scheduling and determining other class logistics such as location, class minimums and maximums, and materials fees. Attend occasional staff meetings and communicate regularly with BAAY's Artistic Director.
- **CLASS PREPARATION AND SUPPORT:** Before the start of each new session, format and distribute class rosters to instructors and school staff. Oversee BAAY's instrument inventory and track student rentals. Ensure that instructors understand the sign-in/sign-out process and other protocols for teaching in the schools. Be available for program support as needed during EduArts class hours (2:30-4:00pm on MTWF and 12:45-2:00pm on Thursdays).
- **VOLUNTEER RECRUITMENT AND MANAGEMENT:** Make regular public postings to recruit volunteer teaching assistants for EduArts classes. Orient and train all volunteers and ensure that they complete the necessary background checks and school district paperwork. Connect volunteers with class instructors and update contact lists as needed.
- **NEW PROGRAM OUTREACH:** Help the EduArts program grow and reach out to new schools. Develop an updated class catalog for the 2022-2023 school year.

Skills and Qualifications

- Passion for BAAY and its mission – *to enrich the lives of children through the exploration of the arts*
- Previous program coordinator or comparable administrative experience
- Fluency in Microsoft Office programs (Word and Excel) and Google Suite programs (Gmail, Docs, Sheets, Forms, and Google Calendar)
- Comfortable working with people and able to communicate clearly in person and over email
- Organization and preparedness, especially when answering questions from parents and facilitating dialogue between BAAY staff and the schools
- Sense of humor, team player, and an ability to have fun while getting things done

Hours and Compensation

Position: Part-time employee

Compensation: \$18/hour

Hours: Regular hours average at 5-7 per week, but the time commitment for this position increases during program registration cycles. These are typically 1-2 week periods in the fall, winter, and spring before the start of a new session. Coordinator hours can reach 15 hours/week during this busier time period.

To Apply

To be considered for this position, please send the following to olivia@baay.org:

- **Resume** that includes two professional references
- **Cover letter** that describes your related experience and why you want to work at Bellingham Arts Academy for Youth

Recruiting and retaining a diverse workforce is a high priority at BAAY. We do not discriminate on the basis of age, race, national origin, ethnicity, religion, sexual orientation, gender identity and expression, political affiliation, marital status, or any other basis prohibited by law.