

Position Description: YOUTH ARTS COORDINATOR (part-time/ temporary)

Appointment period: January 15, 2019 – August 31, 2019

Salary/wages: _____\$15/hour_____

The Youth Arts Coordinator is charged with determining ways and means to enhance SFAC's current youth programs, specifically, its Art for Families and Summer Children's Art programs. The Coordinator will identify potential new opportunities to serve Sacramento County's vulnerable children and youth through visual arts, seeking to achieve an increase in the diversity and number of young people having access to enriching art experiences.

Management.

The Coordinator will work closely with and under the direction of the SFAC Children's Art Program Committee, and be responsible to the SFAC Administrative Coordinator.

Qualifications for position:

- Preferred, degree in art-related field, or certification as art teacher
- Experience in project management
- Knowledge of Sacramento region

Skills and Abilities.

- Ability to interact with varied and diverse groups of people
- Problem solving and coordination of tasks
- Creativity in identifying and building on opportunities
- Ability to work independently
- Ability to plan and execute programs; provide support to teachers as needed
- Ability to track and coordinated needed supplies and support to children's art programs.
- Excellent speaking and written communication skills; knowledge of PR and outreach strategies

Duties.

General Duties:

Oversight and management of children's art programs

Communication with Children's Committee and Board regarding program issues and implementation

Recruit and oversee teachers and train volunteers

Development of overall curriculum in collaboration with teaching staff

Maintain budget for overall project and create reports for Children's Committee and Board of Directors on performance of grant requirements.

Specific Duties

- 1. Children's Summer Art Program:** The Coordinator will conduct a needs assessment, redesign the program as needed, and oversee its implementation in the summer of 2019. Identify and recruit teachers and volunteers for program. Create outreach activities and identify public relations resources for program
- 2. Art for Families:** The Coordinator will improve outreach to targeted groups, establish connections with relevant community groups, improve publicity, and establish a method for follow-up contact with participants. Identify and recruit teachers for monthly events. Create outreach activities and identify public relations resources for program
- 3. Classes and new opportunities** will be developed by the Coordinator as needs are identified and interests expressed. Outreach to special populations will be targeted for art related activities.

Physical Requirements.

- Ability to put up and take down 6-foot tables; to put out, then stack and put away chairs; to hang, carry and remove pieces or art on walls and on art pedestals, including ceramic pieces up to 25 pounds;
- Dexterity of hand and fingers to efficiently operate any required keyboard, mouse, or other technical equipment.
- Ability to engage in close visual work on a computer terminal.
- Ability to hear and speak into a phone.
- Ability to drive.
- Ability to speak to various groups comfortably