



Young Audiences of Virginia, Inc. d/b/a Arts for Learning

Job Title	School and Community Relationships Coordinator
Hours	40 hours/week (full-time)

Position Overview

The School and Community Relationships Coordinator is an active member of the Education and Program Team and is primarily responsible for scheduling and maintaining the calendar of events for all artist contractors. This position focuses on scheduling performing artists in schools throughout the Commonwealth of Virginia as standalone events, or as part of a project or residency in collaboration with the Programs and Community Engagement Manager.

The School and Community Relationships Coordinator reports to the Chief Operating Officer with a dotted line to the Chief Executive Officer.

Duties and Responsibilities

Admin

- Prioritize learning service models, workflows, budgeting strategies, and technology support systems for business operations.
- Engage volunteers in the execution of our services.
 - Serve as a liaison for Program Observation RSVPs.

Education, Programming, and Special Initiatives

- Act as the first contact for incoming calls and scheduling questions, maintaining prompt and pro-active service to all stakeholders.
- Cultivate collaborative relationships with school district staff and artist contractors, serving as a liaison between sites and artists.
- Implement outgoing calls to expand service opportunities through promotional and written contact, identifying special focus populations or sites.
- Process and distribute scheduling confirmations, along with any cancellations and program changes.
- Ensure appropriate fees are charged and/or restricted grant funds are in place.
- Prepare and submit weekly and monthly reports as requested.
- Maintain the integrity of Salesforce data, ensure functioning integration with third party connections used for surveys and evaluations, artist portal, and calendars, etc.
- **Collaborate with the Artist and Programming Manager to:**
 - Align programming with educational priorities, artistic and cultural diversity, and organizational best practices.
 - Tailor programming to meet the needs and priorities of school partners.
 - Support Artist Services such as:
 - Emerging Artist program
 - Monitoring artist(s) in the field
- **Collaborate with the Programs and Community Engagement Manager to:**
 - Support Services through:
 - Score statistical assessments and evaluations as needed.
 - Support efforts to market and promote artists through various means.

Marketing and Communications

- Collaborate to source and prepare content regarding programming, teaching artists, and events for the A4L website, e-newsletter(s), social media sites, and blog.
- Execute and proactively recommend content and functionality updates to the A4L website and e-newsletter template(s).



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Finance

- Source and prepare budgeting data to inform programming and organizational income/expenses.
- Support general accounting activities, including income log, accounts receivable, and accounts payable.

General

- Advances the organization's commitment to the principles of inclusion, diversity, equity, and access (IDEA).
- Contribute to growth of organization and achievement of strategic priorities.
- Represents Arts for Learning at events as needed.
- Exchange ideas with colleagues in the nationwide Young Audience network and beyond.
- Performs other duties as assigned.

Physical Demands

- Work involves sitting, standing, walking, stooping, and bending intermittently throughout the day. Occasionally carry objects up to 50 pounds. Constant use of computer keyboard and monitor, and need for reaching with the hands or arms, and use of hands to finger, handle, or feel. Constant use of the spoken word and hearing ability. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Travel

- Most of the Arts for Learning's programming takes place within a service area that includes both the Southside and Peninsula areas of Hampton Roads. This position requires moderate travel throughout the identified service area.

Qualifications

- Minimum of high school diploma or equivalent, with associate's degree preferred.
- Excellent written, oral, and interpersonal communications skills including with diverse stakeholders.
- Minimum of mid-level of competency with office technology (MS Office, Google applications, Adobe, etc.)
- Group leadership skills, including an understanding of group dynamics.
- Passion, curiosity, and enthusiasm for the educational potential of arts-based programming.
- Reliable transportation.

Compensation \$15 to \$18 / hour

Employment Type Full-Time, Non-Exempt

How to Apply

Please submit your application by email (info@Arts4LearningVA.org) including a cover letter, resume, and list of three references. Subject line should include "Application – School and Community Relationships Coordinator." Resume reviews will begin immediately. Successful background check will be required prior to start date.

We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, socioeconomic status, gender expression, sexual orientation, age, culture, religious beliefs, ethnicity, and (dis)ability status.

Black, Indigenous, and People of Color (BIPOC) and LGBTQIA+ candidates are strongly encouraged to apply.