

About Arts for Learning Virginia

Arts for Learning Virginia is the premier provider of arts-in-education programming throughout the state. The organization delivers in-person and virtual arts performances, workshops, and residencies for students, as well as arts-integrated professional development for educators and parents—all aligned with Virginia’s Standards of Learning. Dedicated to fostering creativity, enhancing academic and social-emotional skills, and ensuring equitable access to the arts, Arts for Learning Virginia strives to serve all children.

Position Overview

The focus of our **Program Assistants** is seasonal/part-time to support Arts for Learning’s Education and Program Team (EPT) in the implementation of In-School and Out-of-School Time (OST) projects and professional development for educators and parents. The position reports to the Arts Integration and Programming Director / Wolf Trap Affiliate Director with a dotted line to the Programs and Community Engagement Manager.

Responsibilities Include

- **Program Support:** Assist with the logistical setup and breakdown of arts programming—including workshops, residencies, and performances in schools and community settings—while providing on-site support to teaching artists and participants to ensure smooth execution of activities. Serve as a key point of contact between school staff, teaching artists, and organizational leadership during program implementation.
- **Material Preparation and Management:** Prepare, organize, and transport program materials, supplies, and equipment; maintain accurate inventory and coordinate restocking as needed; and assist with the creation and duplication of handouts, lesson materials, and program-related documentation to support seamless program delivery.
- **Scheduling and Coordination:** Coordinate scheduling and communication with schools, teaching artists, and community partners, ensuring program dates, times, and logistics are confirmed with all stakeholders while tracking changes and promptly relaying updates to maintain seamless program execution.
- **Data Collection and Assessment:** Collect, organize, and input participant assessments, evaluations, and attendance records into tracking systems, and assist in preparing comprehensive program summaries and reports for evaluation and reporting purposes.
- **Administrative and Operational Support:** Provide administrative support for program planning by maintaining accurate records and documentation, attending planning meetings, training sessions, and debriefings.
- **Relationship Building:** Foster positive relationships with educators, students, parents, and community partners while upholding and exemplifying the organization’s mission and values in all interactions to ensure the success of programs.
- **Other Duties:** Collaborate with staff and volunteers to achieve program objectives, adapt to unforeseen challenges with flexibility and professionalism, and take on additional responsibilities as needed to ensure successful program delivery.

Additional Responsibilities

- **Marketing and Communications:** Capture documentation of services for use in marketing efforts while closely coordinating with Communications and Social Media Team.
- **Showcase and Event Coordination:** Assist in execution of the Visual and Performing Arts Showcases, actively managing the logistics of these activities to ensure smooth operation and high-quality experiences for participants.
- **Core Values Advocacy:** Champion A4L’s mission and core values in all professional endeavors, inspiring a culture of access, belonging, inclusion, diversity, and equity (ABIDE).

Requirements

- Minimum of high school diploma or equivalent, with associate's degree preferred.
- At least one year of experience working with school-aged children.
- Reliable transportation.
- Passion, curiosity, and enthusiasm for educational potential of arts-based programming.
- Willingness to have fun and be engaging during hands-on work with youth.
- Strong project management and relationship-building skills, with the ability to work effectively both independently and collaboratively.
- Proactive and flexible, with strong problem-solving abilities and a commitment to managing deadlines.
- Excellent verbal, written, and listening communication skills.
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint).
- Demonstrated commitment to A4L's mission, vision, values, and organization's success, with the ability to maintain confidentiality and handle sensitive information with discretion.

Physical Demands and Work Hours

The position requires the ability to sit, stand, walk, stoop, and bend intermittently, occasionally lift and carry objects up to 50 pounds, and frequently use a computer. While many responsibilities can be completed remotely or in the field, the role also necessitates in-person participation in some daytime, evening, and weekend meetings, with the requirement to provide personal transportation. Flexibility is essential. While this position is part-time, work hours may vary depending on organizational need and/or project deadlines.

Travel

Much of our programming takes place within a service area that includes both the Southside and Peninsula areas of Hampton Roads. This position requires frequent travel throughout the identified service area. Travel compensation will be provided.

Compensation and Benefits

- Schedule: Part-time/Seasonal with hours generally between 1:30pm-6:30pm, Monday through Thursday.
- Compensation: \$14-\$16 per hour.

How to Apply

Positions are open until filled. To apply, please send a resume with a cover letter and a list of three references to us by email ([info\[at\]arts4learningVA.org](mailto:info[at]arts4learningVA.org)). Subject line should include "Application – Program Assistant." Resume reviews will begin immediately. A successful background check will be required prior to the start date.

Equal Opportunity Employer

A4L-VA is 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, or disability status.

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

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