

Young Audiences Arts for Learning



Job Title: Summer Arts & Learning Academy Administrative Coordinator

Reports To: Assistant Director, Arts & Learning Academies

Job Summary

The Summer Arts & Learning Academy (SALA) Coordinator is an integral player in ensuring SALA is designed and implemented to the highest standards ensuring as many students as possible can benefit from the program, reducing summer slide and providing life-changing opportunities through the arts. The coordinator will serve on the program management team alongside the Chief of Arts & Learning Academies, the Assistant Director of Arts & Learning Academies, and the Education Director of Baltimore City Initiatives and other key YA Staff managing specific elements of the program. This is a temporary full-time position beginning after January 10, 2020, and ending no later than August 31, 2020.

About the Summer Arts & Learning Academy

Baltimore City Schools' Summer Arts & Learning Academy (SALA), operated by Young Audiences/Arts for Learning Maryland (YA), is an action-packed, full-day, five-week program that introduces students to a wide variety of art forms—from illustration and spoken word to percussion, drama, and dance—and gives students a chance to work alongside students from across the city and be taught by professional artists. Daily literacy and math classes are co-taught by a teacher and professional teaching artist allowing students to experience reading, writing, and math like never before...through the arts! Students have the opportunity to imagine, create, and express who they are through the arts and try on art forms they never imagined. Students travel to different arts destinations across the city, and their work will be celebrated through a student showcase on the final day of the program. YA will host eight Academy sites throughout the City, locations TBD. Each site will host 10-13 classrooms of 26 students each.

About Young Audiences/Arts for Learning

Young Audiences/Arts for Learning, founded in Baltimore in 1950, is the country's foremost arts-in-education non-profit organization. The Maryland chapter of Young Audiences (YA) provides more than 9,000 arts education opportunities to nearly 200,000 students, artists, and educators throughout the state each year. YA is a mission-driven organization that values community, innovation, and passion. The staff, board, and teaching artists have a shared commitment to advance equity in the field of education by working tirelessly to generate opportunities for students to imagine, create, and realize their full potential through the arts.

Mission and Core Values:

The mission of Young Audiences elementary grade Summer Arts & Learning Academy is to provide students with a once-in-a-lifetime opportunity to spend a summer learning from the best teachers and teaching artists our state has to offer. Through a dynamic, creative, and supportive environment, students will explore math and literacy in a unique arts-integrated environment that prevents the summer learning slide, allows them to develop socially and emotionally, expands their personal creative process, and introduces them to many different art forms taught by professional artists.

We...

- believe unwaveringly that ALL students can achieve high standards in and through the arts;
- provide opportunities for students to develop powerfully articulate voices through art forms and honor their creative processes along the way;
- create safe, brave learning environments for students to grow, make mistakes, and contribute to the community;
- collaborate and reflect by learning from and with each other at every step of the process, cultivating positive relationships between all ages;
- encourage the development of critical thinking, problem solving, inquiry, imagination, and creativity, and provide multiple ways for students to demonstrate knowledge and mastery;
- learn about, honor, and leverage the cultural knowledge, experiences, and frames of reference of our students and community to make learning more relevant and effective;
- ensure that our students are known, loved, supported, celebrated, and valued.

Work Hours and Compensation (40 hours per week)

- This is a temporary full-time hourly position beginning in January 2020 and ending in late August 2020.
- As a temporary position, the SALA Coordinator is not eligible for benefits (health, dental or vision insurance, and retirement).
- The SALA coordinator will be eligible to earn paid leave at a prorated rate.
- Hourly rate for the position is \$18.43/hour.
- This position requires some weekend and evening hours

Qualifications

- A passion for the arts, arts integration and the role of teaching artists/community artists in education.
- A self-starter with a proactive approach to problem-solving with strong decision-making skills.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- An understanding of the concepts of institutional and structural racism and bias, and its impact on policies and practices, especially related to the administration of public education.
- Experience working in nonprofit administration, education or a related field.
- Experience with Salesforce CRM platform preferred
- Experience working with project management tools preferred
- Excellent computer skills.
- Excellent customer service skills with experience working with parents and families preferred
- Ability to lift up to 50 lbs.
- A driver's license is required as the position requires travel within Baltimore City, and at times to other parts of the state.

Essential Functions

- Oversee recruitment and vetting of SALA interns, in partnership with Volunteer Manager.
- Ensure that all materials and rooms are prepared for group interviews.
- Assists interviews for all positions in the Academy.
- Develop, in partnership with the Chief and Assistant Director, a comprehensive student recruitment plan to ensure that all attendance goals are reached.
- Serve as primary contact for all administrative and logistical support for summer staff and oversee the collection and organization of hiring paperwork.
- Oversee the execution of student recruitment plan, including distributing flyers to partner schools, working with the communications office and program coordinators to widely distribute information using a variety of methods.
- Assist with coordinating Training and PD Logistics (location, times, supplies, presenters etc.).
- Oversee, in partnership with the Assistant Director, all external partners for the program including

non-arts enrichment partners.

- Assist with researching and planning field trips to support and enhance the academic, artistic, and social emotional goals of the program.
- Assist with the creation and mailing of acceptance letters and golden tickets.
- Assist with the orientation of and provide supervision to phone volunteers calling accepted students.
- Assist in creating student and site schedules.
- Develop and deliver, in partnership with the Education Director and Chief, training for various constituencies during PD week.
- Prepare written reports, flyers, written content, graphics, presentations, etc., as needed.
- Assist the Chief, Assistant Director, and Education Director with tasks as needed.
- Organize all classroom observations, including working with teacher applications to schedule times and ensure that an observer is assigned.
- Serve as a primary phone contact for parents and families calling the YA office with questions about the program or to confirm their spot in the Academy.

To apply:

For consideration, please send your resume, cover letter, and salary requirements to jobs@yamd.org with "Summer Arts & Learning Academy Administrative Coordinator" in the subject line. Please do not send applications that include headshots or photos of yourself. No phone calls or recruiters, please.

Young Audiences/Arts for Learning Maryland is an Equal Opportunity Employer committed to cultivating a diverse workforce and equitable workplace. We encourage applications from individuals of all backgrounds, regardless of race, ethnicity, gender, sexual orientation, gender identity and expression, age, national origin, veteran status, and disability. All qualified applications will be given equal opportunity.