Montalvo Employment Opportunity

Job Title: Outreach and Education Program Coordinator (hourly / non-exempt)

The Outreach and Education Program Coordinator is responsible for a range of community education programs as part of Montalvo’s expanding Arts Education & Outreach initiatives. The Coordinator works closely with Montalvo staff, artists, teachers, interns, volunteers, and the public.

Responsibilities include, but are not limited to:

- Work independently and as a team member to coordinate community educational programs including, but not limited to, school residency program, classes, workshops, lectures, conferences, Arts Festivals, field trips, and performance series.
- Provide program administration, including scheduling, contracting, budget and payment tracking, petty cash, event work orders, marketing and outreach, using ticketing software, and program registration.
- Serve as one of two Summer Arts Camps Lead (June - August). Camp Leads support organizing administrative and hands-on implementation of our summer arts camp program (ages 6-14 years) with a variety of tasks, from preparations of camp materials, maintaining registration records/materials to assisting Camp Instructors with facilitation. Camp Leads are the main point of contact for instructors, staff, and volunteers, campers and their families. Camp Leads help to create an environment that emphasizes fun and learning in a uniquely natural and creative environment by planning and implementing recreational activities during rest and lunch periods, including outdoor games and activities, in addition to supervising youth camp volunteers and planning team-building activities. Candidates must be positive, self-motivated, energetic and have the ability to engage with children independently while managing large groups.
- Help develop, manage, and execute programs including events, workshops, classes, and offsite meetings.
- Create, edit, and teach lesson plans for student extensions/field trips.
- Assist in developing supporting documents for new or expanding programs, such as the Institute of Creative Learning.
- Participation and note-taking for Education Committee meetings.
- Responsibilities will often include attendance at events to oversee operations.
- Recruitment, training and supervision of both adult and youth program staff, volunteers, docents and interns.
- Assist and interact with artists, both locally and internationally during programs and events.
- Prepare and supply studios with necessary materials and equipment.
- Collaborate across departments.
- Perform other related duties as required.

Education, Skills and Experience:

- Bachelor’s degree (preferred) and two years of relevant experience or combination of education and relevant work experience.
- Previous experience working in arts education administration with familiarity on program development and delivery preferred.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office (Word, Excel, Power Point) and Microsoft Outlook required.
- Excellent organizational and time management skills, attention to detail, and ability to multitask.
- Ability to work in a growing, fast paced, multifaceted, adaptive, collaborative, and creative
environment that often requires innovative and efficient problem solving skills.

- Ability to work independently or as part of a team, and take initiative as required, under direct or indirect supervision.
- Ability to work and interact successfully with diverse populations including youth, adult, artist, parent, and educator with a wide range of needs and expectations.
- CPR/First Aid certification is required – employer paid.

**Working Conditions & Physical Tasks:**
- Typical office environment; requires the ability to remain seated at a computer workstation for extended periods.
- The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl.
- The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
- While supporting summer camp most job functions are performed in a studio setting and outdoors and require walking over hilly and uneven terrain.
- From time to time may be required to work evenings or weekends.

- Local travel is required; must have a valid driver’s license and access to own vehicle and clean DMV record.
- Background check is required and DOJ LiveScan fingerprint clearance is required.

**Compensation:** $24.00 - $25.00 p/hr

To apply, submit your resume to Human Resources via email at hr@montalvoarts.org. No phone calls about the position, please. Position is open until filled. Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview.

For more detailed information about Montalvo Arts Center visit our website at montalvoarts.org.

Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.

Montalvo Arts Center requires that all employees be fully vaccinated against COVID-19, except as required by law. Any employment offer will be contingent upon satisfactory proof that you are fully vaccinated from COVID-19, subject to reasonable accommodations for medical or religious reasons, and/or as otherwise required by applicable law.