Position: **Education Coordinator**
Status: Exempt, Full time position
Reports to: Director of Education & Community Engagement
Location: Society for the Performing Arts, Houston TX
Salary: Commensurate with experience
To Apply: Submit cover letter and resume to info@spahouston.org
Posted: March 6, 2020 – open until filled

SPA is an equal opportunity employer—we value diversity. All are encouraged to apply.

The **Education Coordinator** is a detail-oriented, self-motivated team player who coordinates a large, season-long roster of programs in the Education & Community Engagement Department. The Education Coordinator must have excellent writing and organizational skills, familiarity with the Texas education system, and familiarity with and appreciation for the performing arts.

**Specific Responsibilities:**

- Coordinate and manage Performance Prelude program to include solicitation of applicants, selection and scheduling and all necessary logistics.
- Plan and coordinate all details for the Creative Chats and Behind the Curtain lectures including research and creation of talking points for each individual program.
- Coordinate and manage all logistics for pre- and post-performance activities including Student Nights and Family Days and all other activities by coordinating with community partners, volunteers, local artists, and vendors.
- Coordinate logistics for public programs around the city including Mini-Performances and Master Classes by transporting artists to and from venues, introducing programming, scheduling with community partners, and raising awareness in the community.
- Support the Director of Education in developing and executing all school programs including Student Art Contest, Teacher Workshops, Short & Long-Term Artist Residencies, Collaborative Arts Project, and other programs as created.
- Support SPA Volunteer Program in collaboration with Director of Education.
- Collaborate with Marketing department on advertisements and social media content promoting public programs and raising awareness of pre- and post-performance programs.
- Conduct evaluation to improve programming and support grant applications in collaboration with Development department.
- Coordinate and maintain department communications with PR and Marketing, including e-communication, design of print and digital promotional materials, scheduling and writing departmental eblasts, and updating and maintaining Education content on the SPA website.
- Support SPA Education and Community Engagement Committee meetings.
- Manage SPA Summer Intern Program.
- Maintain relationships with community partners, artists, vendors, schools, and peers in tandem with Director of Education & Community Engagement.
- Represent SPA at arts partners convenings, conferences, collective efforts, and partner events as needed.
- Other responsibilities as assigned.
Essential Skills/Qualifications:

- BA / BS degree with two or more years of relevant experience
- Knowledge of the statewide and local educational structure
- Excellent verbal and written communication skills
- Experience with event planning and day-of coordination a must
- Ability to organize and prioritize with a sense of urgency in one’s work habits
- Demonstrated ability to work with senior staff and the public
- Superior written and verbal communications skills including grammatical accuracy
- Proficiency with Microsoft Office programs, Adobe Creative Suite, WordPress, and MailChimp
- Experience with photography and graphic design highly preferred
- Fluency in Spanish a plus
- Non-profit experience and familiarity with issues affecting the industry highly preferred
- Familiarity with the Texas education standards (TEKS) preferred
- Ability to lift and/or move at least 30 pounds
- Must have a valid driver’s license and regular access to reliable transportation
- Work regularly on some weekends and evenings throughout the season

Note: Local residents preferred (no relocation)

Time Commitment: Hours: 40+ hours per week / M-F 9 a.m. – 5 p.m. plus evenings and weekends