



SOCIETY FOR THE PERFORMING ARTS

Position: **Education Events Coordinator**
Status: Exempt, Full time position
Reports to: Director of Education & Community Engagement
Location: Society for the Performing Arts, Houston TX
Salary: \$40,000-\$45,000, depending on experience
To Apply: Submit cover letter and resume to employment@spahouston.org
Posted: November 1, 2021 – open until filled

SPA is an equal opportunity employer—we value diversity. All are encouraged to apply. Strong candidates will work in alignment with SPA's [Mission and Values](#).

The **Education Events Coordinator** is a detail-oriented, self-motivated team player who coordinates a season-long roster of programs in the Education & Community Engagement Department. The Education Events Coordinator must have excellent writing and organizational skills, event management experience, 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.
- 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 master classes, lectures, mini-performances, and workshops or other one-time events 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 Matinees, Student Art Contest, Teacher Workshops, Artist Residencies, Collaborative Arts Project, and other programs as necessary.
- Support SPA Volunteer Program in collaboration with Director of Education.
- Manage SPA Summer Intern Program.
- Collaborate with Marketing department on advertisements and social media content promoting public programs and raising awareness of extended programs.
- 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.
- Conduct program evaluation to improve programming and support grant applications in collaboration with Development department.
- Support SPA Education and Community Engagement Committee meetings.
- 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.

SOCIETY FOR THE PERFORMING ARTS (SPA)

Education Events Coordinator (cont.)

Essential Skills/Qualifications:

- 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
- Ideal candidate will have 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
- Flexibility to work nights, weekends, and occasional holidays
- Knowledge of and experience with Houston's arts communities a plus
- A creative, collaborative spirit with a strong desire to embrace opportunity and build sustainable program structures
- Must hold a Bachelor's degree and two years' experience or 6 years relevant experience. (Education & experience may be substituted as appropriate)

[We've announced our 21/22 Season!](#) There's a lot to look forward to.

Society for the Performing Arts seeks to become a mirror for the cultures and creativity of our city, and a window to the wider world of live performing arts. For 54 years, we've presented remarkable experiences in Houston's theaters and venues. It's a good time to join our team—we're just getting started.

COVID-19 pandemic:

The incumbent may be required to work remotely either full-time or in a hybrid fashion until the end of the pandemic. All necessary working tools needed to fulfill the duties and responsibilities of this position will be provided to the employee for this purpose.

Potential employees must pass a background check and provide proof of COVID vaccination.

SPA Provides:

Excellent benefits package with company-paid medical, dental, disability and life insurance provided to employee after 30-day period. Medical and Dental coverage for employee's family members is available through company policies at the employee's expense.

403(B) Plan with employer matching credits beginning after 1 year of service.

Parking in Theater District parking provided by company.