Job Description: Youth Art Coordinator (Contract Position)

- Coordinate existing Youth Education Programs:
    - ABAS - Arts Benicia After School
    - Exploratory Wheel
    - Summer EcoArt Camp

- Program Coordination:
    - Create schedule and facility use with BUSD
    - Hire, manage and supervise instructors for tuition-based programs
    - Publicize and market programs to BUSD
    - Provide program text and updates for website, flyers, marketing
    - Publicize on social media, Facebook, Craiglist, Community Websites
    - Collaborate and coordinate with Arts Benicia Staff all press, marketing, and program documentation
    - Coordinate with BUSD contacts to publicize via email and distribution of flyers to schools
    - Provide substitute teaching as necessary.

- Structure:
    - Report to Arts Benicia's ED, or Executive Committee when ED is not available
    - Attend scheduled staff meetings at Arts Benicia office, bi-weekly
    - Work independently and set own schedule
    - Track hours and submit invoices for work performed

- Work with Youth Education Committee to support existing youth art programs (hours must be approved by ED) including but not limited to:
    - Family Art Days, once per exhibition, approximately every six weeks
    - Next Generation Exhibition, bi-annually
    - Farmer's Market Art Activities, once per month from April to October
    - Gallery Tour Docent Program, as scheduled
    - Special events as scheduled
    - Community meetings as scheduled

- Work with Youth Education Committee to develop new youth education classes at Arts Benicia

- Reporting:
    - Write narrative for Youth Education Grants as needed
    - Prepare Youth Education reports:
    - Monthly Staff Report
    - Quarterly Report

- Contractor is required to provide the following (The cost will be reimbursed):
    - Clear TB test within the 12 months
    - Livescan Fingerprinting (background check) with the BUSD district.

To apply: Submit cover letter, resume and 3 references to: celeste@artsbenicia.org with subject line: **Youth Art Coordinator**. Interviews to begin immediately.