

Arts Coordinator Position

Goals:

- Assist administration and staff with plans for integrated arts education
- Operate a more effective and accountable afterschool arts program
- Assist parent volunteers in implementing a booster program and annual fundraising event.

Duties:

In School Arts

- Work with ASC to identify, contact and bring in local and regional artists for performances, as guest speakers, for short term residencies, or after school instruction
- Work with teachers to find and plan arts based field trips, assist with any follow up
- Point of contact for performance groups coming to Brockman, prepare students and teachers for the experience
- Assist with organizing any school wide performances (ex. communication, programs, AV support, backstage)
- Help identify and support opportunities for students to share with their peers during school hours such as piano and instrument playing at lunch (Arts a la Carte), student led drama and dance activities at recess using amphitheater, hallway art exhibits or scanned in artwork projected in cafeteria, creative writing publishing, poetry reading, etc.
- Coordinate any efforts by arts teachers for collaborative projects with classroom teachers
- Bring in performers from other schools (Crayton, Flora, Dreher, USC, Columbia College, Benedict)
- Work with administration to plan any scheduled Arts Infusion Days
- Assist teachers with purchasing materials for classroom or arts curriculum cabinet
- Schedule master classes for teachers relating to focus areas each year or visiting residencies

After School Arts

- Recruit, arrange interviews and contract with instructors
- Decide which classes will be offered which days of the week based on instructor and room availability
- Confirm that instructors have gone through appropriate district applications and background checks.
- Collect contact information, contracts and 1099 forms from instructors
- Promote classes to students and parents in August/September and January

- Gather course descriptions from instructors and send home registration forms
- Collect registration forms and payment
- Submit scholarship requests to staff for approval
- Create class rosters and communicate back to parents that their child is enrolled and when classes begin.
- Send class rosters with contact information to instructors, office staff, and Bears Aftercare
- Create a sign in sheet for the hall monitor to use.
- Implement plan for arrival and dismissal - hire hall monitors to assist
- Communicate any changes to the schedule (cancelled days, half days, make up days, etc.) to instructors and parents
- Evaluate whether classes should continue to be offered next semester or new instructors and courses identified
- Make sure instructors are being paid in a timely manner either through the district or a FAB check.
- Handle any communication with parents about behavior issues or withdrawing from a class
- Point of contact for afterschool instructors' questions or needs
- Distribute and collect class surveys from students, parents and instructors
- Take pictures for school bulletin board and grant reporting
- Communicate with teachers about accessing FAB funds for classroom supplies and activities – handle reimbursements

Other

- Work with Event Chair to be an in school contact, organizer and promoter of planned fundraising event(s)

Hours:

Coordinator will work from home but must be available to be at school during regular hours as needed. Time demands are greatest in late August and September. Coordinator will participate in monthly meetings with Arts Steering Committee officers.

Pay:

Coordinator will be paid directly from Fine Arts Booster (FAB) funds. Hourly rate or stipend amount will be determined during interview process. This is not a Richland One position. Coordinator must go through district volunteer approval process. Duties may be scaled back if funds are not available to pay for the time needed on some tasks.