



Arts Education Program Associate - Job Description

Opening: Applications accepted on a rolling basis until filled.

Start Date: May 3, 2021

Schedule: 30/week. Monday-Friday. Flexible hours and evenings/weekends on an as-needed basis.

Location: Arts Council Watsonville office at 118 First Street, Watsonville, CA with 1-2 days a week at Arts Council Santa Cruz office on the Tannery Arts Center campus in Santa Cruz

Reporting: This position reports to the Arts Education Director

Supervisory Responsibilities: Volunteers

Salary & Benefits:

- Salary range \$20-21/hr
- Full-time, non-exempt position, hourly position, working up to 30 hours per week. We are looking for a minimum one-year commitment. We believe in work-life balance and are committed to keeping the workload in alignment with the true hours worked.
- Generous vacation/sick days package and a flexible, family-friendly schedule.
- We provide medical, dental, and vision insurance with the Arts Council covering 100% of the costs of the insurance package for employees and 30% of dependent coverage.

Who we are: For 40 years, Arts Council Santa Cruz County has led the charge to support the unique, ever-evolving Santa Cruz County arts community. We're passionate advocates for the arts and the organizations and people who make art happen. We believe in the power of the arts to transform our community, and our daily work of art reflects that belief. Our staff and board team are deeply committed to equity and fired up about our mission to generate creativity, vibrancy, and connection in Santa Cruz County.



The job: We're looking for a passionate and skilled Arts Education Program Associate – someone with a heart for the arts, a head for spreadsheets, the ability to juggle a variety of deadline-driven tasks while supporting a number of programs. You will be a resourceful self-starter, professional and organized, and detail-oriented, with strong computer skills, excellent follow-through, and a can-do attitude. The Program Associate will provide administrative support to our Arts Education and Mariposa Arts programs, and will be in charge of managing volunteers and art supplies for the Mariposa Arts program.

What it's like to work with us: We operate a highly collaborative and supportive workplace where staff is largely self-directed. We all have the opportunity and are expected to contribute not just to our own work but also to the strategic direction of the organization. We work hard. We have fun. We take responsibility for mistakes and celebrate successes. We live and breathe by our core values: collaborative, adaptable, innovative, service-oriented, and effective and professionally run. A sense of humor and a compassionate disposition are required. We are an award-winning Family Friendly Workplace; we always have plenty of chocolate and coffee; and we love our work. Most importantly, we are all here to be of service to the arts and to our community.

The ideal candidate will be bilingual and have the majority of the skills outlined in this job description. However, if you beautifully fit most, but not all, of the bill, apply anyway. In either case, be direct in your cover letter about your strengths, interests, and “fit” for this position.

Arts Council is committed to equitable hiring practices and building a diverse staff. People of color are strongly encouraged to apply.

Our hiring process

- We will review applications on a rolling basis until the position is filled.
- We will schedule interviews as soon as we have strong candidates.
- Following the interview, we may ask for some prepared materials relevant to this position, or project.

To apply: Please send your resume and a cover letter in one PDF outlining your interest and fit for the position to sarah@artscouncilsc.org. Please title the PDF with



this naming convention: Your last name_Program Associate_Application. In your cover letter, tell us why this opportunity lights your fire, and why you would be an amazing fit at the Arts Council. Applications without a cover letter will not be considered.

Essential Duties and Responsibilities:

Arts Education General (45%)

- Represent the organization positively and maintain positive working relationships with staff, board, teaching artists, student teachers, students, parents, volunteers, vendors, donors, and others
- Collect [SPECTRA](#) artist applications and set up interview panels, twice a year
- Set up and administer SPECTRA Matching Grants in our online system, including promotion, communication with applicants and grantees, and grant contract management
- Support collection and preparation of art for exhibits and events
- Recruit, train, and oversee volunteers for supplies support and special arts education events
- Collect program schedules and coordinate site visits with Arts Ed Committee members
- Collect testimonials from teaching artists, students, and classroom teachers
- Facilitate the administration of student evaluations and after school and in school site program evaluations, track responses, and glean testimonials and quotes for use in online and print publications
- Support Program Director in developing teaching artist independent contractor MOUs for Special Initiative programs
- Support Program Director in developing contracts with schools and districts
- Set up of Family Arts Nights events, act as key contact to school sites and teaching artists
- Prepare for all regular Arts Ed meetings and events, including all copied materials and refreshments
- Support promotion of all Arts Ed programs and events
- Keep all arts ed materials and communications current
- Data entry and additional administrative tasks as assigned
- Arranging substitutes for teaching artists and possible subbing as needed



Mariposa Arts (50%)

- Communicate and meet with Teaching Artists regarding supply needs
- Use program schedule, project plans, lesson plans, and supply lists to ensure timely ordering and packing of supplies to meet program needs
- Order, purchase and pick up program supplies for office, recruitment, trainings, classes, workshops, and events while staying within budget
- Prepare and pack program supplies for recruitment, trainings, classes, workshops, and events [cutting, counting, sorting, organizing, restringing guitars, creating educational aides, etc]
- Unpack, clean, and restock/re-file returned supplies and lesson plan materials, dispose of broken/used up items, take inventory of remaining supplies, and compile shopping list
- Maintain and organize curriculum files and examples, including updating supply lists, printing, copying, and creating educational materials and examples
- Maintain, clean, and organize the Mariposa Arts office and classroom, including floors, tables, counters, and sink and take out recycling
- Label and copy all receipts and order confirmations for Finance Manager and Supply Expense File; and track all expenses in Supply Report spreadsheet
- Answer office phone, provide general program information, and receive and deliver messages to Youth Arts Program Manager
- Recruit, train, and oversee supply room volunteers
- Coordinate with supply donors and vendors
- Pick up, sort, and stock donated supplies and assist with transporting instruments as needed
- Assist with data entry and miscellaneous administrative tasks
- Translate spoken and written English/Spanish materials
- Arrange substitutes for teaching artists as needed

Operations / Administration (5%)

- Meet with Arts Education Program Manager
- Attend Arts Council staff meetings biweekly
- Attend Mariposa Arts staff meetings quarterly



Knowledge, Skills, & Abilities

- Bilingual/bicultural (Spanish and English)
- Able to translate documents and online forms between Spanish and English
- Two years of college or equivalent admin experience
- 2 years office administration experience
- Experience placing supplies orders and working with vendors
- Able to read, understand, and create reports and spreadsheets
- Excellent writing and communication skills
- Comfortable setting priorities and asking for support when needed
- Able to use the latest versions of G Suite and Microsoft Office products, Adobe Acrobat, social media tools, mail merges, email and web searches
- Able to ask questions, share opinions, and disagree congenially
- Practical, quick, and resourceful problem-solving skills
- Quick and efficient organizer and attentive to details
- Self-motivated and directed
- Experience managing volunteers or personnel
- Able to repeatedly lift up to 50 lbs. and use a 3-ft high step-stool
- Able to perform repetitive tasks with hands (i.e. using a paper cutter)
- Possession of a valid driver's license and auto insurance

Arts Council Santa Cruz County is an equal opportunity employer and is committed to providing services and making resources available to every resident of Santa Cruz County without regard to ethnicity, color, creed, religion, age, gender, gender identity, sexual orientation, military status, marital status, political opinion, national origin, familial status, mental and physical disability, or source of income. People of color are strongly encouraged to apply.