

Job Description: Art Education Consultant



YoloArts mission is to cultivate and advocate support for all the arts; to advance arts education in our schools and community; and to foster communication among artists, business, education, government, and the citizens of Yolo.

YoloArts, a 501 (c) (3) non-profit, local arts organization, seeks a friendly, professional self-motivated **art education coordinator** to work with staff to benefit the mission and vision of our organization effectively. Our staff works with an active volunteer Board of Directors, good community support, and has a history of programs and strategic partnerships which have advanced the organization's goals for thirty years.

The Art Education Consultant collaborates with, and reports directly to, the Executive Director and provides oversight to assure cohesive quality administration, delivery and operation of the programs, according to policies and procedures as set by the Board of Directors. This role requires a working knowledge of the education system, schools and art programming including the California content standards for the visual and performing arts. This position is designated as confidential and requires a professional demeanor in all aspects of the job, especially in matters of grants and contractual information.

Scope of Work:

- Oversight for multi-discipline art education programs to support the goals and objective of the organization its programs and grants including:
 - Overall program planning, scheduling and evaluation
 - Order and maintain all art supply needs for school sites
 - Prepare reports, correspondence, and recommendations for the Arts Education division, its clients and funders.
 - Liaison with the educational community, K-College; includes the Yolo County Office of Education; all public and private schools, districts and community colleges and universities within the county.
 - Meet once a month with Executive Director
 - Provide excellent customer service.

Ability to:

- Display professed enthusiasm for all forms of the arts– familiarity with non-profit arts and culture in Yolo County, articulate in current art issues, including public art, art education or regional art programs.
- Serve in an advisory capacity on the programmatic level.
- Communicate clearly, orally and in writing.
- Work with a wide range of individuals and groups.
- Work effectively in the public sector.
- Manage multiple priorities in a highly organized, professional manner.
- Effectively speak to diverse, public audiences.
- Work in a team environment
- Be computer literacy: PC or Mac experience is preferred – Microsoft Word and Excel, Internet mass e-mailing systems.
- Have a sense of humor

Experience:

Two years of increasingly responsible art education or art programming experience or equivalent to a Bachelor's degree in art, arts administration, or a related field.

Education/Training Requirements

- ☞ University undergraduate degree or relevant and comparable experience
- ☞ A valid California Driver's License is required.
- ☞ Status: estimated 20 – 30 hours per week
- ☞ Independent contractor, no benefits

Hours of Operation: Monday – Thursday - 9 AM to 5 PM with occasional weekends and evening event related duties.

The Arts Education Program Coordinator is a contractual position over 10 months with a monthly/contractual pay of \$1,000 – 1,800 depending on experience.

To apply: Submit cover letter and resume to YoloArts search committee:

Email: info@yoloarts.org

USPS: YoloArts
P.O. Box 8250
Woodland, CA 95776

Fax: 530- 668-8018

No phone calls please