



# Mission Cultural Center for Latino Arts

A Unique Cultural Experience!

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## JOB DESCRIPTION / DETAILED

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| <b>Title</b>          | : | <b>ARTS EDUCATION / OUTREACH COORDINATOR</b><br>(Bilingual English/Spanish)       |
| <b>Department</b>     | : | Programming   |
| <b>Reports to</b>     | : | Executive Director  |
| <b>FLSA Status</b>    | : | Non-exempt; 30 hours a week, available to work evenings or weekend time as needed |
| <b>Directly Leads</b> | : | Teachers, Artists, contractors, volunteers and interns                            |

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### SUMMARY

The Arts Education / Outreach Coordinator is responsible for:

- 1) Actively identifying needs for arts education and outreach, planning, coordinating and promoting MCCLA classes, workshops, special cultural activities and events in Coordination with programming staff;
- 2) Planning, budgeting and coordinating the Youth After School and MAS (Multicultural Arts Summer program.
- 3) Active participation in MCCLA's special events and cultural calendar
- 4) Conducting outreach and raising MCCLA's visibility at community events;
- 5) Participates in grant writing development by identifying projects for funding as well as sources of funding.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### OUTREACH

- Actively recruits adults and youth for art education classes, Carnaval, and the MAS Summer Program, introducing programs to schools, and other youth programs and organizations throughout SF.
- Coordinate with Media coordinator in preparing promotional and presentation materials for distribution.
- Publicizes all arts education workshops through MCCLA established channels, and the media (web, social networking, print, radio, television)
- Creates an annual plan for outreach activities in the community



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- Speaks and represents MCCLA at community events
- Work close with media and Events coordinator to create an strategy effectively utilizing social media outlets (e.g. Facebook, Twitter and Flickr) and the internet to raise MCCLA online visibility

## **COORDINATION AND DEVELOPMENT OF ARTS EDUCATION WORKSHOPS**

- Stays current on MCCLA Programming, and community events, so as to engage and involve adults/youth in its cultural calendars and special events.
- Develops a plan on a semester basis (July-Dec, Jan-June) to include proposed:
  - a. class schedule, MAS Summer Program, special activities and workshops
  - b. space, equipment, and materials and supplies required
  - c. publicity, recruitment and outreach efforts.
- Plans , budgets and coordinates the Youth After School and MAS Summer programs
- Contacts and coordinates with arts education teachers and contractors. Keeps track of changes and communicates with relevant parties as needed
- Tracks attendance of arts education workshops and classes to ensure they are well subscribed
- Works closely with Multi-Media and Event coordinators on all projects
- Plans and coordinates *Carnaval*, end of semester show, open house and other events as needed
- Solicits participant feedback through survey and online communication
- Maintains ongoing communication with MCCLA departments
- Identifies and contacts sources of funding for arts education workshops
- Guides and supervises support staff and/or volunteers as assigned.
- Complies with budgeting and reporting requirements.
- Attends required meetings.
- Submits a monthly, mid year and end of year status reports.

## **MODELING BEHAVIOR**

- Promotes a positive environment for staff / clients, modeling a professional attitude at all times
- Ensures confidentiality of sensitive or proprietary information
- Contributes as a team player
- Provides leadership by expressing point of view, maintaining a professional and open attitude at all times and engaging staff and clients in dialogue
- Adheres to MCCLA personnel policies and procedures
- Models MCCLA organizational values at all times



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- Projects a professional image and dresses neatly when reporting to work

## QUALIFICATIONS / EDUCATION/EXPERIENCE

- B.A. Degree in liberal arts
- Two years of proven experience in program planning, coordination, supervision
- Minimum one year experience working with Latinos, especially bilingual children/youth in an urban community setting
- Knowledgeable of Mission District community and existing resources
- Strong organizational skills, extremely detail oriented, thorough and dependable.
- Be flexible and able to work various hours (including weekends as needed).
- Able to manage multiple duties, be professional, and communicate clearly with artists and participants
- Demonstrated experience working staff, collaborators, interns and volunteers

## LANGUAGE SKILLS

- Bilingual literacy (speaking, reading and writing) in Spanish and English required.
- Articulate public speaking skills for teaching and delivering presentations to groups of people

## COMPUTER SKILLS

- Computer Literacy: Mac or PC – Microsoft Word and Excel a must
- Proven experience with social media outlets (e.g. Facebook, Flickr, and Twitter)

## PHYSICAL REQUIREMENTS

This position requires the ability to work flexible hours, and lift up to 30 lbs (promotional material and equipment).

## WORK ENVIRONMENT

Fast paced work environment with multiple demands presented at all times.

## APPLY:

Please email to: [jobs@missionculturalcenter.org](mailto:jobs@missionculturalcenter.org) or fax (415) 648-0933 the following to be considered:

- Resume and Cover Letter summarizing verifiable education and work experience.
- At least 3 professional references.
- Best day and time for an interview.
- **Please do not call. Submit applications by email or fax, thank you.**