



Mission Cultural Center for Latino Arts

A Unique Cultural Experience!

JOB DESCRIPTION / DETAILED

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

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, and,
- 3) active participation in MCCLA's special events and cultural calendar
- 4) conducting outreach and raising MCCLA's visibility at community events;

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.
- Prepares 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
- Speaks and represents MCCLA at community events
- Creates a 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



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- 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
- 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



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- 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 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.**