February 5, 2020
Employment Opportunity

AH HAA SCHOOL FOR THE ARTS
YOUTH PROGRAM COORDINATOR

The Ah Haa School seeks a full-time, year-round Youth Program Coordinator (YPC). The YPC is charged with expanding the current youth curriculum with innovative and exciting new classes and programs, for ages 4-18. The ideal candidate will have experience in developing and teaching a variety of youth classes in all media, as well as strong administrative, computer, leadership, writing and communication skills. A background in art education and curriculum development is a must. Position available until filled, to start mid-May. Pay commensurate with experience.

To APPLY, please submit the following to tara@ahhaa.org: a cover letter, resume and three references: 1) someone who has supervised you; 2) someone you have supervised; 3) a peer or colleague who is familiar with your professional work.

YOUTH PROGRAM COORDINATOR

Reports to: Assistant Director (AD), Executive Director (ED)
Collaborates with: Ceramics Program Manager (CPM), Adult Program Manager (APM), rest of staff
Oversees: Youth Instructors, Summer Interns, Kids Classroom Assistants

JOB OVERVIEW
Take note that the term “programs” in the following overview references all non-ceramic youth programming.

The Youth Program Coordinator (YPC) is charged with developing programs for youth ages 4-18 offered by the Ah Haa School. Working closely with the AD, CPM and APM, the YPC will research new and innovative class and workshop ideas, seek out high caliber visiting artists and local/regional art teachers, understand broad community needs and national trends, and take charge in developing a
strong youth program. The YPC needs to be available occasionally on weekends, and should be present for all youth classes and workshops. Current offerings for youth include: ongoing afterschool classes (September-May), kids summer camps and Fabulous Fridays, No School Art Days, Art Tuesday Early Release classes, SkArt (Art PE), and more.

Additionally, the YPC will oversee the maintenance and organization of studios and materials for all youth classes. YPC will also be expected to teach occasional classes throughout the year.

QUALIFICATIONS
Background in art education and/or arts administration with management experience; BA in Art Education or BFA preferred; experience teaching youth art classes is a necessity; excellent administration, writing, computer and communication skills; pays strong attention to detail; enjoys working in a fast paced environment; is available in the evenings and on weekends to monitor workshops as needed, supporting the rest of the staff; is outgoing and likes interacting with and working with a diverse group of people (especially kids); willingness to help set up classrooms, clean sinks, organize materials, order materials, take out the trash; and has a sunny disposition. The ideal candidate will have a minimum of two years work experience in art education administration and curriculum planning, preferably with a degree in art education and/or arts administration, and an understanding of all facets of the creative arts.

YOUTH PROGRAMMING COORDINATOR TASKS

• Create year-round school curriculum: Summer, Winter, Spring, Fall;
• Develop new and innovative program ideas with staff and instructors;
• Oversee, write/edit all final course descriptions, bios and materials lists, negotiate instructor fees, and set pricing for every class;
• Coordinate calendar of classes to insure space availability;
• Help update and maintain class databases;
• Generate, send and manage instructor contracts;
• Oversee ordering and materials lists for all youth classes;
• Oversee room set up and equipment needs for all youth classes;
• Work with staff to organize materials and supply room;
• Monitor all youth programs: start classes, keep tabs on how classes are going, be available at the end of class to interact with parents, etc.;
  ▪ Oversee invoicing and payment to all instructors, including bill.com setup, with AD
  ▪ Evaluate instructors and meet individually to offer constructive criticism;
  ▪ Coordinate and hire all classroom assistants and work-study assistants as needed for all classes;
  ▪ Decide when classes will be canceled and alert staff;
  ▪ Work with Marketing Coordinator on posters, e-blasts, press releases, etc.;
• Interface with current and potential students and parents;
• Help coordinate housing and transportation of visiting artists with staff
• Oversee “Summer At A Glance”
• Arrange school pick up of after school kids.
• Manage the summer internship program: advertising for the positions, interviewing, hiring and monitoring summer interns. During summer, the YPC is the main supervisor of summer interns and delegates tasks, arranges schedules and coordinates housing, travel, vacations, etc.

OTHER
• Brainstorm with staff on all projects;
• Select, work with and direct summer interns as needed;
• Work with partner organizations to expand programming: Library, West End, Telluride Academy, Pinhead, Museum and other regional groups;

ENTHUSIASTIC STAFF MEMBER
• Develop program ideas with staff related to classes, exhibitions, fund-raising, special events, marketing and all aspects of the Ah Haa School;
• Address problems, complaints and concerns of all constituents in friendly, professional manner, striving to find win-win solutions that will result in a positive experience;
• Enthusiastically describe and articulate benefits of Ah Haa programs and services;
• Contribute to building a high-performance, collaborative, constructive team;
• Assist with class setup and facility maintenance as needed;
• Work closely with staff to execute annual art auction, Winter Gala, and all other special events.