



COMMUNITY SCHOOL OF MUSIC AND ARTS

330 E Martin Luther King Jr / State Street, Ithaca NY 14850 • 607.272.1474

CSMA-ITHACA.ORG

JOB ANNOUNCEMENT

April 30, 2018

Position: Education Coordinator

Status: Part-time (25 hours/week)

The Community School of Music and Arts (CSMA), Ithaca, NY, seeks to fill the position of **Education Coordinator**. Apply now to join our creative team!

Description:

The Education Coordinator is responsible for the development, coordination, implementation, administration, and evaluation of CSMA's instructional programs in multiple arts disciplines for children, youth, and adults. Programs include classes, ensembles, private instruction, and school break and summer camps held on site at CSMA. Primary disciplines include music, dance, and visual arts, with occasional programs in theatre and writing. Reporting to the Executive Director, the Education Coordinator manages existing programs and creates new opportunities for lifelong arts learning at all experience levels.

About CSMA:

Located in the heart of downtown Ithaca, New York, the nonprofit Community School of Music and Arts is known for its longtime role in arts education and as a premier venue for performances, gallery shows, and events. Each year, more than 30,000 creative people and supporters of the arts come through our doors to learn, collaborate, and experience the many facets of artistic expression. Our belief that the arts should be accessible for all has been at the core of our mission since CSMA's founding in 1960.

Primary Responsibilities:

- Oversee planning, administration, and implementation of education programs for all ages in diverse fine arts disciplines.
- Recruit, select and orientate faculty teaching artists, providing program guidance as needed.
- Solicit and review course proposals from faculty, schedule programs, and coordinate room assignments.
- Develop course descriptions and related content for use in program catalog, website, and other marketing media.
- Determine needs and arrange for program supplies and equipment.
- Assist in registering students. Monitor enrollments and determine status of programs.
- Coordinate school break programs, and oversee implementation of summer camps by seasonal staff.
- Make referrals of students to faculty for private instruction.
- Respond to inquiries, troubleshoot issues, facilitate communications, and strengthen community among students, faculty, and staff.
- Evaluate programs to measure and ensure quality, effectiveness, and student satisfaction.

- Foster development and implementation of community collaborations.
- Develop new classes and education programs, assessing community interest, relevance to current trends, and fiscal viability.
- Implement program-related strategic priorities, objectives and actions identified in the organizational strategic plan, and ensure progress achieving goals in a timely manner.
- Implement and evaluate policies and procedures, recommending improvements as necessary.
- Organize and host student performances, and prepare print programs.
- Oversee acquisition and maintenance of pianos and equipment.
- Serve on the Program Committee of the Board of Trustees.
- Assume other responsibilities as assigned.

Required Qualifications:

- Minimum of a Bachelor's degree in visual arts, music, dance, education, or a related field.
- Minimum of two years' experience managing arts education programs.
- Interest in and knowledge of traditional to contemporary practices and trends in one or more fine arts disciplines.
- Knowledge of current methods and principles used in the development of arts education programs, and the ability to select qualified teaching artists.
- Outstanding interpersonal skills and ability to create effective working relationships with students, faculty, staff, and the public.
- Excellent organizational skills, attention to detail, and the ability to prioritize and meet deadlines in a fast-paced environment.
- Numeracy and excellent verbal and written communication skills.
- Proficiency in standard office software and internet, and the ability to learn new applications.
- Ability to maintain confidentiality.
- Availability to work occasional evening and weekend hours.

Preferred Qualifications:

- Access to a car for purchasing materials and supplies.
- Knowledge of the community and experience in the not-for-profit sector.

CSMA provides equal opportunity to all people, regardless of race, color, age, sex, gender, sexual orientation, disability, marital status, national or ethnic origin, religion, socio-economic status, or political beliefs.

To apply:

Submit a cover letter and resume by email to Robin Tropper-Herbel, Executive Director, at director@csma-ithaca.org. Please do not mail hard copy submissions. Preference will be given to applications received by Wednesday, May 16, 2018.