



EDUCATION & OUTREACH COORDINATOR

POSITION DESCRIPTION

Black Arts MKE, Inc.

Education & Outreach Coordinator

Reports to: Director of Programs

ORGANIZATION

Founded in 2014, Black Arts MKE's mission is to increase the availability and quality of African American arts and culture.

Black Arts MKE is a Member Group with the United Performing Arts Fund (UPAF) and an in-resident group at the Marcus Performing Arts Center.

We do this by –

- 1) Increasing public awareness of the significance African American arts and culture through productions in theater, music and dance.
- 2) Creating professional opportunities for artistic development and growth, visibility and access.
- 3) Provide educational and entertaining culturally relevant youth programming.
- 4) Strengthen community through high quality arts, culture and humanities partnerships and outreach.
- 5) Continue to maintain and stabilize a black performing arts community.

POSITION

Reporting to the Director of Programs, the Education & Outreach Coordinator is an experienced professional arts administrator, responsible for supporting the development and implementation of an array of educational programming and arts-based community engagement. This position reports to the Director of Programs. The ideal candidate will have a

demonstrated commitment to education and curriculum building, a passion for community engagement, and a strong interest in the performing arts.

RESPONSIBILITIES

- Coordinate, plan, and schedule educational programming for schools, private/individuals, and groups – including lessons, camps, and workshops for children, youth and adults
- Maintenance of the Arts Education and Outreach budget
- Assist fundraising staff with application and renewal of Education and Outreach funding
- Prepare reports, correspondence, and recommendations for the arts education programs, its clients and funders
- Maintenance and management of all art education venues, art and health (COVID-19) supply needs
- Cultivate and recruit teaching artists for Black Arts MKE Education and Outreach programming
- Hire and manage teaching artists for Education and Outreach programming
- Authorize and manage teaching artists' contracts and payments
- Manage and hire interns and volunteers for Education and Outreach purposes
- Liaison with the educational community – includes public (and private) schools, organization, and districts with the Milwaukee County area – establishing and maintaining relationships
- Keep current with statewide and national issues and movements in arts education
- Provide partnership and program coordination with local and statewide arts
- Assist in creating school programs that align with National and State standards
- Design and facilitate program evaluation
- Participate in fulfilling Black Arts MKE's educational vision and goals as they relate to program planning, outreach efforts, events, and other educational activities
- Assist in the development of new programs and department initiatives
- Promote a positive interest in art and cultural activities by being an enthusiastic role model and facilitating learning

QUALIFICATIONS

- 3+ Years' experience in education field (teaching, administrative, curriculum development, etc.), arts education, experience preferred

- Degree in arts and education preferred, or equivalent experience
- Excellent interpersonal skills, team player and leader
- Strong verbal and written skills
- Excellent time-management skills
- Strong organizational skills (scheduling, budgeting, contracts, payments, etc.)
- Proficient in Microsoft Office (Word, Excel) and Google equivalents
- Social media savvy
- Flexible schedule is a plus
- Knowledge of visual arts media and materials a plus

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, kneel, bend, reach, climb grasp and key at a computer. While performing the duties of this job, the employee is regularly required to see, speak and hear. The employee must frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 50 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The noise level in the work environment is usually quiet.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties may be assigned at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary – Competitive, commensurate with experience

Starting Date – September 2022

Interested individuals should send via email a cover letter with resume to:

Barbara Wanzo, Executive Director
Black Arts MKE, Inc.
929 North Water Street | Milwaukee, WI 53202 | bwanzo@blackartsmke.org

Black Arts MKE is an equal opportunity employer. People of diverse backgrounds are strongly encouraged to apply. This is a full time, salaried position.