



TUBAC CENTER of the ARTS

POSITION: Youth Education Coordinator/Marketing Assistant
Part-Time - 2-3 days a week
Flexible Hours

Reports to: Office Manager

Overview:

- Serve as Education Coordinator: responsible for implementing board approved educational programming for youth. Programs to be developed jointly with TCA Director & staff, include HI ART and youth Summer Arts Program.
- Assist with marketing and Gift Shop inventory projects
- Assist in other areas of the Art Center as required.

General:

- Develop a timeline and budget for both the Hi Art and Summer Arts programs,
- Work with the Artistic Director to update TCA events in online calendars.
- Work with the Office Manager for updating Gift Shop inventory.
- Provide information for news releases, public announcements, web-site, and newsletters plus all communication with local schools.
- Design flyers and provide information for production of other printed materials.

Hi ART:

- Contact high school art teachers for schools throughout the Santa Cruz Valley with information, timeline and requirements for the exhibition.
- Coordinate and provide support for students to enter the HI ART exhibit; including visits to classrooms as needed.
- Work with teachers to coordinate delivery of artwork for the exhibit.
- Coordinate with program sponsors to judge awards, create certificates, send or delivery cash awards and scholarship award to a graduating senior.
- Arrange for presentation of the scholarship award and funding to the college or university where the award winner will be attending.

SUMMER ARTS

- Develop and maintain a communication network to support art education for elementary age students including art teachers, administrators and parents.
- Create registration materials for month long 3 day a week program.
 - Produce and improve Summer Arts Program for youth ages 6 - 13
 - Organize and administer program including student enrollment, parent and teacher communication, marketing, budget and evaluation.
 - Assure student safety and organizational support for daily operations of Summer Arts including enrollment database, registration, tuition fee payments, sign in/sign out sheets and other support materials.
 - Recommend for approval and hire staff and high school teaching assistants for summer arts program.
 - Recommend for approval any volunteers and interns for Summer Arts program.

Preferred Qualifications:

- Degree in Fine Arts and/or Arts Education, or the equivalent in work experience.
- Experience working in non-profit setting.
- Experience working with youth.
- Experience in volunteer, membership interaction.
- Experience working with Microsoft Office Suite, Adobe Suite and/or Canva, SQUARE

TCA is a small non-profit organization. All staff must be able to wear many hats. Customer service is of primary importance, as well as flexibility, and ability to work in a highly collaborative environment.

December 3, 2020

Please EMAIL your resume, letter of interest, and references to Karin Topping at karin@tubacarts.org.