

JOB DESCRIPTION : Arts Coordinator

Job Type: Curriculum/Instruction

Purpose of Position:

Under the direction of the Executive Director, the Arts Coordinator will oversee the development, implementation, articulation, and evaluation of the Wilmington School of the Arts K -2 arts programs and oversee arts integration into core classrooms.

Essential Functions:

- Develop a cumulative, sequential and culturally relevant arts curriculum and instructional units in collaboration with arts teachers. The curriculum will be supported by research-based delivery systems to ensure that it is consistent with the North Carolina Standard Course of Study (NCSCOS), and that all students have access to the curriculum and to a quality arts education.
- Improve access to arts opportunities for students by establishing relationships between WSA and the surrounding arts community.
- Implement strong family and community engagement programs that build leadership capacity and develop communication plan to garner external community support for the school.
- Organize, coordinate, and integrate arts programs and services to respond to the needs and strengths of WSA.
- Evaluate the WSA arts program through the use of qualitative and quantitative data; conduct surveys; maintain current data on arts activities and programs at WSA.
- Develop and manage a school-wide budget plan for arts education program initiatives, maintaining records to track and monitor internal and external resources.

Duties may include, but are not limited to, the following:

- Evaluate and develop curriculum and course descriptions for the WSA, including programming in dance, theatre, music and visual arts.
- Support teachers in the implementation of arts into all core classrooms.

- Help coordinate under the supervision of the Executive Director, the NCEES for teachers and the BTSP for beginning teachers. Assist in teacher evaluations of arts teachers.
- Train and supervise staff and volunteers to support operations and programming.
- Recruit, interview, and recommend contract instructors.
- Generate publicity, develop and promote marketing materials.
- Establish and maintain effective working relations with public groups, agencies, school officials, the media and others contacted in the course of work.
- Oversee the implementation of the *El Sistema* program.
- Other duties as assigned.

Minimum Requirements: The Arts Coordinator will have a minimum of a bachelor's degree and certification to teach in an arts field. He or she will be committed to the mission and goals of the school, and have relevant experience. Salary range is \$45,000 - \$57,000.

Term of Employment: 12 months