

Position Description: Education Outreach Coordinator, Childsplay



Childsplay seeks a motivated, proactive individual to join our education team. This full time position will focus on coordinating and managing Childsplay's teacher professional development programs and in-classroom arts experiences. The Education Outreach Coordinator will work closely with other Education staff and teaching artists to design and implement professional development programs in schools throughout the valley. This position will also coordinate in-school arts education programs for Childsplay, working with classroom teachers to design projects, with teaching artists to design and plan lessons, and with project teams to provide evaluation and support.

Responsibilities

The Education Outreach Coordinator will provide daily logistical and programmatic support for education programs, including but not limited to the following activities:

- Collaborate with Education Staff, teaching artists, and program team to coordinate short-term and long-term professional development programs for classroom teachers
- Facilitate workshops and in-services
- Manage select professional development programs
- Manage Childsplay's portfolio of Classroom Experiences
- Create project support materials
- Create and maintain program calendars and teaching schedules
- Prepare and monitor monthly department budgets, including invoicing and payroll
- Collect and track data related to Childsplay programs
- Provide content and logistical support for teaching artists
- Cultivate ongoing relationships with new and returning teachers, administrators and other school staff
- Other duties as assigned

Qualifications

The ideal candidate will possess

- A passion for education, theatre, and Childsplay's mission as well as a healthy sense of humor
- An understanding of schools, teachers, and the current education landscape
- Strong writing, communication, and computer skills
- Strong lesson planning and curriculum designing skills
- Experience in the field of professional development preferred
- Experience managing and leading programs
- Working knowledge of the state and national standards (prek-8 and the arts)
- Two or more years of experience and/or training as a teaching artist
- BA degree in a related discipline i.e. theatre, education, non-profit management or equivalent
- OR equivalent combination of education and experience
- A car and be willing to travel to schools around the Phoenix area
- A valid driver's license and fingerprint clearance card are required

Optional, but beneficial:

- Specialty or interest in early childhood education
- Fluency in Spanish (speaking and writing)
- Working knowledge and experience in language acquisition (DLL and/or SEI)

You'll Be A Great Fit if:

- You think logistically, and are incredibly organized.
- You multi-task with a flair!
- You are confident and articulate, especially in public.
- You stay cool under pressure
- Walking into a room full of young people lights up your day
- You have equal comfort and skill working both with young people and with adults in a learning environment
- You are a good listener and observer
- You can read a room
- Research and data are your thing
- You're self-motivated. When given an idea or a framework you are comfortable taking ownership.
- Enjoys the iterative process of creation, reflection, revision, revision, revision
- If you thrive in collaborative environments
- You can find fulfillment in the small parts and the big projects of your job
- You're always learning. The only thing you know for certain is that you don't know it all and relish the prospect of being a part of a learning organization.

This is a full-time non-exempt position of 35 hours per week. Salary is \$550/week including benefits. Childsplay has a casual office environment and dress code, and unlimited opportunities to develop creative and ground breaking arts education strategies.

No phone calls please, we will contact candidates whose skill sets, education and experience meets the requirements for the job. Please visit our website at www.childsplayaz.org for additional company information. Childsplay is an equal opportunity employer and we value the diversity of our ensemble along with the community we serve. Due to our work in the schools and with young people, all serious candidates must submit to finger printing and a background criminal check.

Applicants are expected to submit a cover letter detailing why you think you're the best fit with Childsplay and this position along with a resume and two or three professional references. **Applications will be accepted until January 11, 2016.** Materials can be submitted to:

Please send email submissions with the subject line: *Education Outreach Coordinator Position* to Korbi Adams at kadams@childsplayaz.org

Materials can be mailed to:
Korbi Adams, Director of Education and School Programming
Childsplay, Inc.
Campus for Imagination and Wonder
900 S. Mitchell Dr.
Tempe, AZ 85281

No FAX submissions please.

Founded in 1977, Childsplay's mission is to create theatre so strikingly original in form, content or both, that it instills in young people an enduring awe, love and respect for the medium, thus preserving imagination and wonder, those hallmarks of childhood that are keys to the future.

Childsplay, Inc. is an equal opportunity employer, and will not discriminate against any employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.