



SUMMER ARTS FOR LEARNING ACADEMIES (SALA) COORDINATOR

About Us

Arts for Learning Maryland (formerly Young Audiences of Maryland) is devoted to enriching the lives and education of Maryland's youth through educational and culturally diverse arts programs. Through Arts for Learning, professional teaching artists from all disciplines partner with educators, schools, and school districts to provide – on average – over 300,000 hours of learning in, through, and about the arts to more than 185,000 Maryland students annually.

Arts for Learning is a mission-driven organization that values community, innovation, and passion. The staff, board, and teaching artists have a shared commitment to advance equity in the field of education by working tirelessly to generate opportunities for students to imagine, create, and realize their full potential through the arts.

About The Arts for Learning Academies

The mission of the Arts for Learning Academies is to provide students with a once-in-a-lifetime opportunity to spend the summer and after school learning from the best teachers and teaching artists our state has to offer. Through a dynamic, creative, and supportive environment, students will explore math and literacy in a unique arts integrated environment that allows them to develop academically, socially and emotionally, expands their personal creative process, and introduces them to many different art forms taught by professional artists. We offer students an opportunity to imagine, create, and express who they are through the arts and a variety of engaging activities.

Job Description:

The Summer Arts for Learning Academies (SALA) Coordinator performs an integral role in ensuring that SALA is designed and implemented to the highest standards to ensure as many students as possible can benefit from the program, improve academic and social and emotional outcomes and provide life changing opportunities through the arts. The coordinator will serve on the program management team alongside the SALA Director; SALA Assistant Director, and the Arts for Learning Academies Curriculum and Professional Development Director.

The SALA Coordinator position is a full-time, exempt position that will report to the SALA Assistant Director and SALA Director.

Responsibilities Include:

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Pre Program

- Develop, in partnership with the SALA Director, SALA Assistant Director and Communications Department, a comprehensive student recruitment plan to ensure that all spots in the program are filled.
- Support implementation of the student recruitment plan in conjunction with the communications office and other members of the Arts for Learning Team.
- Serve as primary contact for all summer independent contractor staff and partners including managing contract status.
- Develop and coordinate training and professional development logistics for the Summer Arts for Learning Academy in collaboration with the Curriculum and Professional Development Director.
- Research and plan field trips/SALAbrations with the support of the SALA Assistant Director to support and enhance the academic, artistic, and social emotional goals of the program.
- Manage the creation and mailing of correspondence to students and families (ie.- acceptance letters and golden tickets for SALA students).
- Assist with the orientation of and provide supervision to phone volunteers who will call to notify accepted students.
- Work with Arts for Learning Team members to develop and create program schedules
- Create and manage staff applications, including
 - Managing the submission of staff applications
 - Screen new applications
 - Interviews - schedule, invite, and attend
- Work with the SALA Assistant Director on communication plan for hiring staff and orientation
- Serve as primary phone contact for parents and families calling the office with questions or to confirm their spot in the academy
- Manage and support logistics and troubleshooting for SALA staff during PD sessions
 - Assist staff with schedules
 - Assist in facilitating sessions as necessary
 - Ensure staff have the information needed to attend sessions

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Program Days

- Serve as point of contact for site directors and staff for troubleshooting problems and concerns
- Create field trip schedules and attend field trips
- Document sites for blog posts, social media
- Deliver supplies to sites as necessary

- Attend and conduct site visits as necessary

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Post Program

- Collect and review feedback from staff feedback forms
- Track and review assessment data
- Create student program summary to be sent to families of students that attended with Chief, Arts for Learning Academies
- Assist with Operations, Office and Inventory Manager with inventorying, and organizing program supplies
- Conduct site walk throughs at the end of of the program

Perform all other duties as assigned by the SALA Director and SALA Assistant Director.

Qualifications:

The ideal candidate will be passionate about providing opportunities for youth to realize their full potential in our society and value the arts and arts integration as a transformational tool in our schools and communities. The person in this position plays a key role in the organization, and the position requires excellent communication, organization, and leadership skills. Past experience in customer relationship management and budget coordination are preferred. Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds. Available to work some evenings and weekends during program operation. Driver's license and reliable transportation are required as the position will require regular travel throughout the state of Maryland (up to 50% of the time).

The ideal candidate will also have:

- Bachelor Degree in arts education, education or equivalent related work experience.
- A self-starter with a proactive approach to problem-solving with strong decision-making skills.
- An understanding of the concepts of institutional and structural racism and bias, and its impact on policies and practices, especially related to the administration of public education.
- Must have strong customer service skills.
- Must be extremely detail-oriented, and be skilled with budgeting and managing multiple projects simultaneously.
- Must have professional-level written and verbal communication skills, as well as proven interpersonal skills. Ability to work across teams and with a variety of constituencies.
- Data entry/computer experience is required. Skilled with Google Workspace, Microsoft Office Suite, Canva, Salesforce, and mail merge tools and/or an ability to become familiar with organization-specific programs and software.
- Must be able to meet deadlines in a fast-paced and changing environment.

Compensation:

We offer a starting annual salary of \$43,000 and an attractive benefits package which includes medical, dental, and vision health care coverage, retirement contributions, paid

sick leave, and vacation time.

To Apply:

For consideration, please apply on our website, [Arts for Learning Maryland](#). Please **do not** send applications that include headshots or photos of yourself. No phone calls or recruiters please.

Arts for Learning Maryland is an Equal Opportunity Employer committed to cultivating a diverse workforce and equitable workplace. We encourage applications from individuals of all backgrounds, regardless of race, ethnicity, gender, sexual orientation, gender identity and expression, age, national origin, veteran status, and disability. All qualified applications will be given equal opportunity.