

**CAE School Program Coordinator**

Salem Art Association  
600 Mission St. SE | Salem, OR 97302  
503-581-2228 | [www.SalemArt.org](http://www.SalemArt.org)

**THE POSITION**

Title: CAE School Program Coordinator  
FTE: .5 FTE (20 hrs per week)  
Reports to: Community Arts Education Director  
For best consideration submit by October 25, 2019. Position open until filled.

The Salem Art Association seeks a talented individual with a passion for Salem's local arts community and an understanding and belief in the role of arts education in the lives of our children to fill the CAE School Program Coordinator position. This is essentially a community development position with outreach to Marion, Polk and Yamhill county schools. Applications from individuals who identify as immigrants, disabled, LGBTQ+, persons of color, veterans and / or rural folks are strongly encouraged. This position requires someone with an aptitude for collaboration with community partners, artists and parents to create consistent and ongoing educational programming that occur in our schools and communities.

*Responsibilities of this position include, but are not limited to, the following:*

**COMMUNITY ARTS EDUCATION PROGRAMMING**

- Oversee Artists in the Schools (AIS), After School, Art Box, Performance and Family Art Night Programs
- Actively build relationships with schools (administration and teachers) and community partners to plan and implement AIS programs that meet local needs and state standards
- Oversee a focused marketing effort to share SAA AIS programming available to schools
- Continually develop and expand Teaching Artist Roster
- Coordinate and supervise Teaching Artist selection process
- Coordinate and supervise the School Program site selection process
- Act as ongoing liaison and mediator between artists, sites and the Salem Art Association
- Develop and issue contracts for School Programs artists and sites
- Evaluate and monitor programs through written evaluations and periodic site visits
- Oversee school-based special projects including gallery exhibitions and openings
- Support the advancement of community arts education within Marion, Polk, and Yamhill Counties
- Aid in strategizing new program initiatives where applicable
- Serve as a member of the School Program Advisory Committee

**COMMUNITY OUTREACH**

- Actively seek community partners for programming and develop and maintain community relationships
- Develop programming serving low-income and underserved communities
- Attend community meetings and school functions when applicable

**FINANCIAL**

- Aid in developing CAE annual budget regarding school programs
- Oversee invoicing and billing for school programs

**MARKETING**

- Provide SAA Marketing Coordinator with timely information for all promotional materials including monthly press releases and e-blasts, quarterly newsletters, website updates, and any outreach materials

**SALEM ART FAIR & FESTIVAL**

- Participate in educational activities for youth during the Salem Art Fair & Festival

**STRENGTHS SAA IS LOOKING FOR INCLUDE:**

- Strong organizational and administrative skills
- Caring for underserved populations
- Strong interpersonal skills
- The ability to be responsive, adaptive and flexible in varying situations
- Good listening and mediating skills.
- The ability to be independent and resourceful
- The ability to remain calm under pressure
- This individual must be able to work 20 hours per week onsite including some evenings and weekends to assist with special events.

**REQUIRED**

- At least 3 years experience providing support at a high level, or equivalent experience
- Proficient computer skills and with MS Office Suite: Word, PowerPoint, Excel, Publisher, Outlook
- Good English language skills

**STRONGLY PREFERRED:**

- Past experience in arts education programming
- Persons of Color are strongly encouraged to apply
- Strong background in visual arts
- BA preferred
- Knowledge of standard program administrative practices and procedures
- Second language preferred but not required

**OTHER**

- Location: Salem, Oregon
- Compensation: \$13 - \$15 an hour commensurate with experience
- 20 hours per week.
- Applications received until position is filled. For best consideration submit by October 25, 2019.

To inquire about or to apply for this position, please e-mail your resume and cover letter (please include 'School Program Coordinator' in your subject line) to:

**Kathleen Dinges Rice, CAE Director, at [kathleen@SalemArt.org](mailto:kathleen@SalemArt.org)**

For more information about the Salem Art Association, please visit [www.SalemArt.org](http://www.SalemArt.org).