



LA's BEST Afterschool Enrichment Program  
Job Title: Arts Coordinator  
Reports to: Director of Arts

### **Position Summary**

The Arts Coordinator is responsible for organizing, supporting and tracking the functions of the Arts Department, including professional teaching artist residencies, assemblies, field trips, culminating events and professional development for staff.

### **Responsibilities**

Responsibilities include, but are not limited to:

- Support LA's BEST site staff to facilitate high quality art experiences with children, through the design of in-person and online trainings and technical assistance - in direct collaboration with other department directors, Traveling Staff and Site Coordinators.
- Collaborate with other departments to integrate the arts and creativity across programmatic areas.
- Support innovative and current trends in arts programming.
- Work with the Director of Arts and Chief Operating Officer to identify collaborative opportunities with the instructional day arts program.
- Collaborate with contracted individual teaching artists and organizations that provide visual and performing arts opportunities (e.g., residencies, assemblies).
- Support organizations and individual teaching artists, ensuring that contracts and service agreements are in alignment with Los Angeles Unified School District's policies and protocols and consistent with the philosophy, objectives and values of LA's BEST.
- Utilize database to provide, track and report on art residencies, partners and school sites.
- Support ongoing assessment and continuous quality improvement of arts education and creative development programming in collaboration with the Director of Arts.
- Support student culminations, performance events and site visits LA's BEST's stakeholders, including funders and partners.
- Other duties as assigned.

### **Minimum Requirements**

The ideal candidate is passionate about the power of arts-based learning and creative engagement as a vehicle for positive youth development, is energetic and innovative, and understands the role expanded learning programs can play in creating more equitable access to the skills and resources children need to thrive in today's world. The ideal candidate will also embrace LA's BEST vision, mission and values.

- Experience in arts education, afterschool, youth development or related field
- Ability to work cooperatively and collaboratively with school administrators, LA's BEST leadership, traveling and site staff
- Ability to communicate effectively and work well with individuals and groups with different backgrounds and education levels
- Strong organizational skills, time management, and strong verbal and written communication skills
- Strong attention to detail and ability to work as a team member with minimal supervision
- Computer skills: proficient in Word, Excel and PowerPoint
- Supervisory or managerial experience preferred
- Bachelor's degree in a related field preferred *but not required*



### Other Requirements

- Valid California driver's license and use of a vehicle with proof of insurance
- Reliable transportation and ability to travel to all LA's BEST sites and off-site meetings as needed
- Willingness to work evenings and weekends to support student events
- Must be fully vaccinated against COVID-19 and provide verification of vaccination status as part of the hiring and onboarding process

LA's BEST is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression and any other characteristic protected by applicable law. LA's BEST believes that diversity and inclusion among our teammates are critical to our success as an organization serving Los Angeles, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Salary range: \$58,000 - \$60,000 annually, with a benefit package.

How to Apply: Interested candidates should submit a resume with a cover letter (required) with references to [lasbest@lacity.org](mailto:lasbest@lacity.org). Cover letter should describe qualifications for this position and successful experience. Please include "Arts Coordinator" in the subject line.

***DEADLINE: July 26, 2022 - 4:30 p.m.***