



### **Art and Culture Center/Hollywood - Education Coordinator**

Type: Full-time, salaried. 40 hours a week. Some flexible scheduling with evening and weekend hours necessary. Health and paid time off benefits available for this position

Salary: \$28,000-\$37,000 based on qualifications and experience

Responsible For: Coordinating, creating and implementing education programs and integrated curriculum.

Liaison with: Art and Culture Center/Hollywood (ACCH) administrators and staff, students, parents, teachers, artists, the general public and other organizations.

Reports to: Director of Education

Primary Function: Coordinates educational programming. Programming includes classes, after school programs, school partnerships, Distance Learning, camps, workshops, group tours, community events and other special projects. Creates integrated curriculum for new and existing programs for its present campus as well as for the planned expansion of the Center's education facilities.

#### **Duties and Responsibilities:**

Coordinate and aid in implementation and teaching of education programs.

Assist with development of integrated programs and curriculum. Ensure all curriculum is connected to State Standards, Common Core Standards and/or National Standards as well as integrated with STEAM, where appropriate.

Implement and coordinate programming including workshops, classes, camps and special projects.

Coordinate registration for all classes, camps and special programs. Keep thorough records of registrations and information using Excel, Google Docs and Google Sheets.

Assist with recruitment, hiring and supervision of qualified teachers, artists, performers and assistants and with communication with teachers, parents and guardians.

Work with the Director of Education to develop new and expand existing programs - with specific emphasis on programs pertaining to the visual arts.

Communicate with schools, families and communities to promote existing and upcoming programs and educational opportunities.

Draft educational text necessary for programming materials and promotion.

Monitor, organize and recommend purchase of supplies required to implement programs within budget allowance.

Research, create and help implement other educational opportunities that help support the mission of the Art and Culture Center/Hollywood.

Track and record information necessary for reports regarding the status and accomplishments of programs.

Perform other related duties incidental to the work described and as organization needs.

Candidate Requirements:

Candidate must possess a minimum of a Bachelor's degree in education (formal or informal), visual arts, art history, performing arts or other related field and a minimum of two years of experience working with children (K-12th). Additional experience in adult education, curriculum development and/or instructional supervision strongly encouraged. Teaching experience or teaching capability is required. Time spent working within the arts - especially visual arts - is highly desired. Experience integrating programs in more than one arts discipline is desired. Previous experience with Distance Learning or knowledge of advanced technology would be a plus. The candidate will work directly with children and families, so a strong sense of initiative, commitment, responsibility, dependability, flexibility and creativity is required. The candidate should work well as part of a team and also be self-directed. Exceptional communication, problem solving, attention to detail and diplomacy skills required. Excellent organizational and administrative skills as well as an ability to work well with the public is necessary. Strong knowledge and experience with Microsoft Word, Excel, Google platforms, as well as computer operating systems is required. The candidate must be able to work flexible evenings and weekends related to their area of coordination. Level 2 background check and Department of Children and Families clearance is required.

To Apply:

Please submit resume and any supplemental materials you feel relates to the position by mail, hand delivery, or email. Reference: Education Coordinator position. Position open until filled.

Attn: Director of Education  
Re: Education Coordinator Position  
Art and Culture Center/Hollywood  
1650 Harrison Street  
Hollywood, Florida 33020  
operations@artandculturecenter.org

**About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

Facebook.com/StrategicPhilanthropy

Twitter: @StratPhil