



**Position Title:** Arts Coordinator  
**Position Status:** Part-time  
**FLSA Classification:** Exempt  
**Reports To:** Director of the Arts & Division Head

### Position Purpose

The Arts Coordinator is a proactive and detail-oriented individual that supports programs and promotes the activities of the Arts Department. This position is only open to current SCH employees. Compensation will be either a stipend or class release time.

### Essential Functions

- Oversees and supports the Arts calendar arranging for all events, assemblies, dress rehearsals, and receptions during and outside of the school day.
- Creates event prep forms for 50 + events and inputs space reservations into YaRooms.
- Partners with Communications to highlight the Arts curriculum and events in SCHout, social media, & local publications.
- Supports Admissions efforts of the Director of Arts by strengthening materials to attract students to SCH.
- Supports the Barbara Crawford Curator Program.
- Arranges for substitute coverage for the Arts.
- Manages bi-weekly credit card receipts.
- Schedules departmental and program meetings.
- Other duties as assigned by the Director of the Arts or the Division Head.

### Qualifications

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to develop and present ideas to benefit the department.
- Work well under pressure while maintaining a professional demeanor.
- Demonstrates initiative, is conscientious and provides complete follow-through on areas of responsibility.

### Physical Requirements and Work Environment

- Be able to occasionally lift up to 50 lbs
- Regularly use close and distance vision
- Turn, bend, reach, and occasionally climb
- Work in a traditional climate-controlled classroom environment with moderate noise level

### Application Procedure

Please write a letter of interest detailing why you are interested in the role and the value you would bring to the position. Please send the letter to [careers@sch.org](mailto:careers@sch.org) by the close of school on May 6, 2022..

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