



**Position Title:** Arts Coordinator  
**Position Status:** Stipend Position  
**FLSA Classification:** Exempt  
**Reports To:** Director of the Arts

*This position is only open to current SCH employees.*

#### **Position Purpose**

The Arts Coordinator is a proactive and detail-oriented individual that supports programs and promotes the activities of the Arts Department. The compensation for this role will be a stipend or class release. If a stipend, the amount is \$5,000.00.

#### **Essential Functions**

- Creates and maintains the Arts calendar for all events, assemblies, dress rehearsals, and receptions.
- Oversees event prep forms for all arts events.
- Partners with Communications to highlight the Arts curriculum and events in SCHout & social media, & local publications.
- 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 26, 2023.

*Springside Chestnut Hill Academy is an Equal Opportunity Employer.*