

PROJECT COORDINATOR ARTS PROGRAM

JOB SUMMARY

Under general direction of an Administrator, plans, organizes, coordinates, implements, and evaluates District arts projects, programs, and events; develops program work plans and coordinates resources, schedules, partnerships, and assigned budgets; serves as the primary liaison among District departments, school sites, arts providers, families, and community partners; prepares communications and reports; and recommends improvements to program access, quality, and effectiveness.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Project Liaison by responsibility for coordinating arts program operations across school sites, developing implementation plans, monitoring assigned budgets and provider services, evaluating results, and recommending program improvements. The incumbent exercises independent judgment within established policies and delegated authority and is accountable for project timelines, resource coordination, and follow-through. The assignment supports arts education in dance, media arts, music, theatre, and visual arts through program administration and coordination with educational leadership.

SUPERVISION RECEIVED AND EXERCISED

An Administrator provides general direction. The incumbent provides functional leadership and work direction to personnel, contracted arts providers, and volunteers assigned to projects, programs, and events. The position does not exercise direct supervisory or employee evaluation authority. Instructional supervision and curriculum approval remain with designated educational administrators.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, organizes, coordinates, implements, and evaluates District arts programs and related projects; develops annual work plans, goals, schedules, milestones, and measures of program effectiveness in collaboration with the supervising Administrator.
- Coordinates program delivery across school sites; arranges artist residencies, arts enrichment activities, performances, exhibitions, and family arts events; resolves scheduling and operational issues within delegated authority.
- Serves as the primary liaison among schools, District departments, teaching artists, arts organizations, families, and community partners; develops and maintains partnerships that support District arts program goals.
- Assesses school-site program needs and participation; identifies gaps in student access and recommends approaches to expand participation and support students with diverse backgrounds and needs.
- Develops proposed program budgets and monitors approved allocations, expenditures, and available balances; prepares expenditure projections and recommendations; coordinates purchasing and financial documentation with Business Services.
- Coordinates provider agreements, scopes of work, service schedules, invoices, and related documentation through established District approval processes; monitors deliverables and refers service or performance concerns to the appropriate Administrator.
- Coordinates arts supplies, instructional materials, equipment, and facility use; maintains inventories and arranges distribution, maintenance, and replacement in collaboration with school sites and designated departments.

- Coordinates event logistics, including venues, staffing assignments, volunteers, equipment, publicity, and access arrangements; works with responsible departments to address safety and operational requirements.
- Collaborates with educational administrators and arts personnel to coordinate resources and activities that support District arts goals and applicable California arts standards and frameworks.
- Plans and coordinates arts workshops, professional learning activities, and provider orientation; arranges presenters, materials, schedules, and participation records in collaboration with educational leadership.
- Provides work direction and communicates project expectations to assigned personnel, arts providers, and volunteers; monitors completion of assigned activities and recommends solutions to implementation problems.
- Collects, maintains, and analyzes program participation, service delivery, expenditure, and feedback data; conducts program reviews and prepares progress reports and recommendations for administrators and other authorized audiences.
- Assists in developing grant applications and funding proposals; maintains supporting records, tracks grant activities and deadlines, and prepares required program reports in collaboration with designated District personnel.
- Creates and updates media artifacts, online resources, website content, newsletters, presentations, and other written materials; coordinates publicity for arts programs and student accomplishments through District communication procedures.
- Convenes and facilitates planning meetings, committees, and partner discussions; prepares agendas, documents decisions, and monitors completion of action items.
- Represents the arts program at assigned District, community, and regional meetings and events; keeps appropriate personnel informed of program progress, concerns, and resource needs.
- Maintains confidential records and implements applicable District policies and program procedures; identifies compliance or operational concerns and refers matters beyond delegated authority to the appropriate Administrator.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: A bachelor's degree in arts administration, education, communications, public administration, or a related field from an institution of higher learning recognized by the Council for Higher Education Accreditation is required.

Experience: Three years of paid experience planning, coordinating, and implementing educational or arts programs, projects, or events, including experience coordinating multiple stakeholders, monitoring budgets or expenditures, and preparing communications or program reports. At least one year must include lead responsibility for program or project implementation. Experience with school-aged educational services and arts education or community arts programming is desirable.

Special Information: The assignment requires knowledge of arts program operations and may require attendance at evening and weekend events and travel among District and community sites. Required mandated reporter training must be completed in accordance with District requirements.

Knowledge of:

- Principles and practices of project and program planning, implementation, and evaluation; arts education programs and community arts resources;
- California arts standards and frameworks as they relate to program coordination
- Budget development, expenditure monitoring, and purchasing procedures

- Provider and partnership coordination; event planning; data collection and basic statistical analysis; public relations and outreach
- Proper English usage, grammar, and punctuation; office software, spreadsheets, presentation tools, social media, and digital communication platforms
- Applicable District policies and procedures; and the Fullerton community and school-aged educational services.

Ability to:

- Plan, coordinate, and evaluate multiple arts projects and programs;
- Establish priorities and meet schedules; develop work plans and monitor budgets and resources;
- Analyze program needs and data and recommend improvements;
- Exercise independent judgment within delegated authority;
- Provide clear work direction;
- Facilitate meetings and coordinate professional learning logistics;
- Prepare accurate reports, proposals, presentations, and public information materials;
- Communicate effectively orally and in writing;
- Use technology and learn new systems;
- Maintain confidentiality; establish effective working relationships with staff, students, families, arts providers, and community partners;
- Support access for participants with diverse backgrounds and needs;
- Respond effectively to changing priorities and operational problems; and keep appropriate personnel informed of program progress.

License: A valid California driver's license and availability of private transportation or the ability to obtain transportation between job sites is required.

PHYSICAL STANDARDS

The work environment and physical demands described below are representative of those encountered in performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks may vary by program assignment.

Work Environment: Office and school-site environments, performance spaces, and indoor and outdoor event venues; travel among sites; frequent contact with staff, students, families, arts providers, and the public. Noise levels vary by location and may increase during performances and events. Work may include evening or weekend assignments.

Physical Demands: Sitting, standing, and walking for extended periods; bending and reaching to handle program materials; operating computers and standard office equipment; exchanging information in person, by telephone, and electronically; and accessing printed and digital materials. Duties may include moving supplies and equipment weighing up to 25 pounds, with assistance or equipment for heavier items.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

Project Coordinator - Arts Program Personnel Action	Personnel Action Date
Approved by the Personnel Commission	9/29/2026