



## Program Coordinator

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The Program Coordinator will be responsible for the day to day planning, implementation and evaluation of on site and off site visual art education programs at The Baum School of Art. Nights and weekends may be required for special events, meetings, and other duties as required. This position will report directly to the Director of Operations and Marketing. This is a full time, exempt position with benefits package. Salary commensurate with experience. The Baum School of Art is an Equal Opportunity Employer. The ideal candidate will have a passion for community arts education, and a desire to learn and grow with a thriving community visual arts school.

**The Program Coordinator will be responsible for but not limited to the following:**

Program planning, implementation, and evaluation of:

- Tuition Programs and Summer Camps
- On Site After School Programs
- Off Site Programs
- Partnership Programs and events
- Field Trips
- Youth Scholarship Awards

**Other Requirements:**

Position will be on call as a substitute instructor for youth and community programs  
Assist with school special events – specifically the Annual Gala and Auction  
Other duties as assigned

**Physical Requirements:**

Position requires the ability to sit, talk and hear. Requires some walking and standing. Occasionally required to lift up to 25lbs. Some local travel required. Employee must have own transportation.

**Qualifications:**

Bachelor's Degree in Art Education, Studio Art, or related field  
1-3 years experience in education or nonprofit administration  
Computer proficient, particularly MS Office – Word, Outlook, Excel  
Experience with and enthusiasm for working with children  
Read, write, speak and understand the English language at a level adequate to perform the job; Bi-lingual in Spanish a plus  
Strong organization, interpersonal and communication skills both written and verbal  
Team player willing to pitch in and help where needed  
Ability to work independently  
Applicant must complete PA Criminal and Child Abuse Check, TB Test, and FBI fingerprinting

**Hours will be as follows and are subject to change as program needs change:**

Academic Year (September-June)	Summer (mid-June through August)
10:00am-6:30pm Monday- Thursday	8:30am-5:30pm Monday-Friday
8:30am-4pm Saturdays	

**To Apply:**

Please send cover letter, resume, and 3 references to Shannon Fugate, Executive Director.  
Email: [shannon@baumschool.org](mailto:shannon@baumschool.org)  
Mail: The Baum School of Art, PO Box 653, Allentown, PA 18105  
Application Deadline: September 30, 2017