



## Job Posting: Hartford Performs Program Coordinator

February 2022

### **About Hartford Performs**

Hartford Performs is an independent, nonprofit, art-education organization. Working in partnership with school systems and artistic communities, Hartford Performs infuses and integrates arts and cultural experiences into teaching and learning in ways that enrich the student experience and improve outcomes across the curriculum. We bring teaching artists into Hartford Public School classrooms and students out to the region's cultural venues to give students creative new entry points into school curriculum. In the 2021-22 school year, we will deliver nearly 3,000 program hours to more than 11,000 students in all 30 of Hartford's PreK-Grade 8 schools. We also provide professional-learning workshops to Hartford's teachers and the independent teaching artists who deliver our programs.

Hartford Performs produces a great deal of programming with a very small and dedicated staff. All employees must be true believers in the mission; have a deep commitment to the values of diversity, equity and inclusion and the ability to embed those values in their work; and have a strong team mentality and exceptional organizational, time-management and communication skills.

### **About the Position**

Hartford Performs' Program Coordinator will be an integral member of the overall team, helping to ensure the effective delivery of several dozen programs to children and adults each month. This position is responsible for all of the correct information and documentation being in place so that our operations run smoothly. The position will report to the Programming Director, providing administrative and logistical support 15 hours per week, while occasionally assisting the Executive Director as well. The hours are flexible but should be consistent week to week. Reasonable accommodations will be made to work remotely part of the time. Work at occasional events outside the normal schedule is expected.

This is a part-time, hourly, non-exempt position, with some paid time off but no health insurance benefits.

### **Primary duties:**

- Collect, organize and maintain required documentation for our contracted teaching artists (letters of agreement, contact information, tax forms, etc.).
- Manage the scheduling and logistics of in-person and online events such as professional-learning workshops. This includes scheduling meeting space, managing catering, producing and preparing supplies, supporting presenters, issuing invitations, tracking attendance, producing guest lists and name badges, leading set up and clean up, and greeting attendees.
- Prepare, schedule and distribute program evaluation surveys and review responses regularly to provide initial data analysis and flag items that require immediate attention.
- Enter data and produce reports using our online program database.
- Produce and maintain comprehensive logs of program activity in each program area and at each school we serve.
- Format program data into useful reports for management, educators and teaching artists.
- Maintain accurate information in our constituent database and produce reports as needed.
- Assist with communications to various audiences.
- Photograph programs to document delivery and for marketing purposes.
- Assist with updates to our website and social media postings, and the creation of marketing materials.
- Other duties as assigned.

**Position requirements:**

- Interest in the arts and their role in education.
- Demonstrated facility with Microsoft Office programs (Outlook, Word, Excel, PowerPoint and Publisher), preferably on a PC platform.
- Experience using WordPress and creating/administering in Survey Monkey strongly preferred.
- Experience in operating databases preferred.
- Strong written and verbal communication skills.
- Excellent interpersonal skills and successful experience working directly with people from diverse racial, ethnic and socioeconomic backgrounds.
- Bilingual (English and Spanish) preferred.
- Solid math skills for calculating averages, percentages, creating charts and graphs, etc.
- Meticulous attention to detail, with the ability to produce consistently accurate numeric and written reports.
- Strong organizational and time-management abilities.
- Strong task management, including anticipating and following through on small tasks to contribute to a larger project.
- A demonstrated commitment to completing assignments and meeting deadlines.
- Strong problem-solving skills.
- Experience in photography, video editing, basic graphic design, social media management would be strong pluses.

The ideal candidate will have an interest in arts and/or education, an understanding of Hartford students and schools, and an understanding of the Greater Hartford arts community and organizations. The ideal candidate also will be self-motivated, consistently reliable, show initiative, be curious and flexible, take direction and have a positive attitude.

Qualified applicants will go through an interview process and be tested for computer, writing and math skills. All employees must successfully complete a background check and Connecticut's mandated reporter training before beginning work. In compliance with Hartford Public Schools' requirement for its contracted partners, all Hartford Performs staff must be vaccinated against COVID-19 or submit to weekly COVID-19 testing.

*Hartford Performs is an Equal Opportunity Employer with a strong commitment to the values of access, integration, impact, collaboration, diversity, inclusion, equity, and leadership.*

**Compensation:**

Depending on the candidate's qualifications and experience, the starting wage for this position is \$15-\$17 per hour.

**To apply:**

Submit a résumé and cover letter to [HR@HartfordPerforms.org](mailto:HR@HartfordPerforms.org) and reference "Program Coordinator" in the subject line. Incomplete applications and applications submitted through online platforms will not be considered. No phone calls, please.