



**Job Title:** Program Coordinator

**Reports to:** Executive Director

The Program Coordinator (PC) works collaboratively with the Executive Director to ensure seamless program delivery, team management and development, quality control and evaluation. Individual will run the day-to-day operation of the Cultural Arts Center and is the person responsible for implementing the center-, school- and community-based programs and activities as approved by the Teatro Board of Directors. The work week will consist of 40 hours per week and may vary on a monthly basis according to the needs of the organization. The PC will report and work closely with the Executive Director (ED) and Teatro De Artes De Juan Seguin program staff to implement the most effective and impactful offering of programs for this community.

### **Responsibilities**

#### *Program Operational Management:*

- Coordinate and ensure the efficient and thorough scheduling and production of events, contributing to data management, reporting, and effectively executing the cycle of events production at Teatro's Cultural Arts Center and other venues.
- Serve as Costume Liaison, as needed, while ensuring communication and collaboration among all.
- Keep an accurate record of applications, prop inventory, costumes, and costumes on loan.
- Keep an accurate inventory of the assets and equipment in the Center for insurance purposes.
- Submit time sheets (instructors, artists, work study program, etc.) in a timely manner to Teatro's Board Treasurer for payment.

#### *Team Management and Development:*

- Serve as a liaison between instructors, artists, poets, lecturers, etc. and ED. Prior to conducting the mentioned evaluations, the ED will seek comments/input from you regarding these evaluations.
- Supervise and evaluate secretary/registrar, costume coordinator, volunteers, TLU Work Study workers, and others as assigned. Prior to conducting the mentioned evaluations, share and incorporate comments from the ED.
- PC will adhere to Teatro's established procedures and practices.

#### *Accounting/Finance:*

- Work with Teatro's Board Treasurer to comply with Teatro's Bookkeeping protocol and practices.
- Make timely (daily) deposits adhering to Teatro's bookkeeping protocol and practices.
- Keep accurate records (utilizing Teatro's forms) of tuition fees received, fundraising monies, refundable deposits, returned checks, donations, etc.
- Collaborate with ED & Teatro's Board Treasurer in preparation of program and financial reports after each event i.e. fundraisers, end of year reports, summer arts camp, etc.
- Mail and/or distribute overdue tuition, costumes, and other statements (as needed) on a timely basis.

### *Leadership:*

- Serve as the liaison and communication channel among all programs parents and constituents i.e. ballet/mariachi/conjunto and Teatro.
- Articulate vision in multidisciplinary programs to include ballet folklórico, mariachi, conjunto, literature, visual arts, etc.
- Interact with Teatro, Seguin, and arts community at large to deliver programs and foster partnerships and collaborations
- Represent the Executive Director as requested in community outreach and public relations.

### *Program Implementation:*

- In charge of planning and implementing the Board approved center-based, programs and activities i.e. Ballet, Mariachi, Conjunto, lectures, exhibits, fundraisers, etc
- In charge of planning and implementing school- and community-based Teatro approved programs.
- Collaborate with Ballet, Mariachi, Conjunto instructors regarding costumes; will keep students/parents informed on what costumes will be used as well as issue and collect all costumes will be used for the performing regions.
- Be present at all ballet folklórico, conjunto, mariachi and other classes as scheduled by the Board.
- Record timely and informational voice messages and ensure return calls are made in a timely manner.
- Keep accurate record of attendance in all programs including visitors', volunteers, and other sign in sheets/logs as appropriate
- Prepare monthly memos and ensure these get distributed to every family. The memos are a uniform way of communicating information to all of the families, however, the expectation is for the PC to build relationships with parents and provide this oral information in a timely manner.
- Schedule all activities to be held in the Cultural Arts Center as per Board approved practices and in coordination with the ED.
- Open and close area of activity before and after each class. This includes emptying trash, checking bathrooms, turning off lights and air conditioning, and leaving area clean and neat.
- Plan and implement board approved fundraisers.
- In charge of scheduling of ballet, mariachi and/or conjunto bookings including speaking with parents/students to ensure there is enough students for a booking/performance.
- Assist the instructor(s) in the coordination of the ballet, mariachi, Seguin ISD, professional group, and/or conjunto program and performances including costumes and props.
- Serve as the Summer Arts Camp Director
- Assist with grants and evaluation reports, as requested
- Assist with website, social media, etc. Specifically post all of Teatro's activities in facebook, twitter, etc.
- Provides feedback and recommendations to ED which will be included in the quarterly Board meetings.

### **Advocacy**

- Shares thoughts and ideas to promote Teatro visibility, sustainability, and marketing.

### **Other Duties**

- Inform (in a timely manner) the Executive Director of any issues, concerns, innovative ideas, etc.
- Assist the Executive Director in all areas as requested.
- All other duties as assigned.

## **Qualifications**

This is an extraordinary opportunity for an individual with experience in arts and cultural programming and team management to grow and further develop proven programming. The successful candidate will lead programs, partner with the ED and work collaboratively with a high-performance team.

### **Specific requirements include:**

- Bachelors of Arts Degree and/or Bachelors of Education or experience equivalent
- At least two years of professional experience in Latinx arts and culture with at least 1 year in a team management role
- Proficiency in using technology as a management reporting tool and experience working with information technology to develop and implement program evaluation.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Excellent verbal and written communication skills
- Comfort with public speaking
- Personal qualities of conducting self with honor, honesty and integrity at all times and congruent with Teatro's vision, mission, goals and objectives.
- High level of comfortable working with platforms such as Slack, Google Drive, Microsoft Office, some ticketing system; high comfort level learning new technology platforms.
- Understanding of history, class, and social constructs in programming for Mexican American, Latinx, Chicax, and indigenous populations.

### **Preferred requirements include:**

- Bilingual proficiency in English and Spanish strongly preferred
- Knowledge of Texas and US-Mexico History, Culture, and Arts

## **Compensation**

This position offers a competitive compensation based on qualifications and experience including a salary range of \$35K-\$40K.

### **To apply:**

Email cover letter, resume, writing sample and a sample program budget to [teatrodeartes@yahoo.com](mailto:teatrodeartes@yahoo.com) by midnight, August 15, 2022. Accepting cover letter, resume and writing sample and budget sample until filled.

### **About Teatro De Artes De Juan Seguin:**

Teatro was established on July 9, 1982 to promote a better understanding of the Mexican American Culture through the study, teaching, practice, and performance of the arts. Teatro will be celebrating its 40<sup>th</sup> Anniversary and continues to provide high quality programming in dance, music, literature, humanities, visual arts, culinary arts, and soon theatre arts.

Teatro De Arte De Juan Seguin is an equal opportunity employer. Teatro provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, and gender identity.