



**POSITION:** Education Coordinator  
**SUPERVISOR:** Arts Events Production Manager  
**EMPLOYMENT LENGTH:** February 1 – September 30, 2019  
**PART TIME/FULL TIME:** Part-time Seasonal (up to 30 hours per week)  
**COMPENSATION:** Hourly - \$14.00 - \$16.00, depending on experience

**DESCRIPTION:**

This position coordinates the programming, vendors, artists, and logistical details for the educational components of the Living Traditions Festival, which includes; coordinating and staffing the Kids Area and Living Traditions Art Exhibit, scheduling hands-on workshops during the Festival, and managing the School Day Program. After the Festival, this position will be responsible for coordinating workshops for the Living Traditions Program throughout the summer and fall at locations City-wide.

**DUTIES:**

- **Manage and Coordinate Kids Area during Festival**
  - Develop overall theme and art-making activities for Kids Area
  - Coordinate with community organizations to provide information, activities, and hands-on art
  - Responsible for purchasing or soliciting donations of crafting items as needed
- **Coordinate Workshop Schedule for Festival**
  - Work with Artist Services Manager and Craft Artist Manager to program and schedule artists to provide 45 - 60 minute workshops and/or panel discussions
  - Create workshop sign up form and post-workshop surveys
  - Coordinate with Library staff on scheduling rooms for workshops and panel discussions
  - Coordinate with Sponsorship Manager and community partners to coordinate food demonstrations
- **Manage the Living Traditions School Day Program (Friday 9am – Noon of Festival)**
  - Develop curriculum and coordinate logistics for School Day Program
  - Work with Artist Services Manager to schedule artists to perform during School Day Program
  - Recruit and compile information from teachers participating in Program
  - Work with Production Team to coordinate transportation parking and other logistics
- **Coordinate the Living Traditions Program Workshop Schedule**
  - Program and schedule artists to provide 45 - 60 minute workshops and/or panel discussions for the remainder of the summer and into the fall season
  - Create workshop sign-up forms and post-workshop surveys
  - Schedule and coordinate locations for workshops around the City
  - Identify community partners to provide joint programming efforts that fit within the Living Traditions theme
- **General Duties**
  - Supervise volunteers, Kids Area, and workshop artists and panel discussions
  - Work with Artist Managers and Administrative Secretary to arrange necessary payments to artists
  - Coordinate Living Traditions art exhibit during Festival



**QUALIFICATIONS:**

*Education & Experience*

- 1+ years' experience in developing curriculum
- 1 + years' experience working in large scale events preferred
- 1+ years' experience in guest services or hospitality industry preferred
- 1+ years' experience in budget and volunteer management

*Knowledge, Skills, and Abilities*

- Strong knowledge in all Microsoft products (Word, Outlook, Excel)
- Excellent communication and interpersonal skills (written & verbal) required
- Professional attitude and demeanor (tact, sensitivity, and diplomacy) is required
- Detail oriented, able to audit work to avoid mistakes, and perform tasks accurately
- Ability to think and act quickly under pressure
- Knowledge in project and personnel management and team work

**To apply, please send resume and cover letter detailing experience to [livingtraditions@saltlakearts.org](mailto:livingtraditions@saltlakearts.org)**