



Position Description/Announcement  
**Midland Center for the Arts**  
**Midland, MI**

**Position Title:** School Programs Coordinator  
**Supervisor:** Director of Education  
**Classification:** Full Time Non-Exempt (Hourly)  
**Last Updated:** September 14, 2021

**About Midland Center for the Arts**

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

**POSITION CONCEPT**

Under the supervision of the Director of Education, the incumbent will be responsible for the implementation of school group programs including distance learning, field trips, and outreach programs. The incumbent will also be responsible for fostering relationships with school districts, teachers, and school administrators. Responsibilities also include collaboration with the Youth and Public Programs Manager and the Manager of Produced Theatre and Theatre Education along with marketing, hospitality, and guest services for the planning, marketing and implementation of programming.

**DUTIES AND RESPONSIBILITIES**

The duties of this position include, but are not limited to:

**Fostering Relationships**

- Work with the Director of Education to foster and maintain positive relationships with regional school personnel, teachers and service groups.
- Maintain a comprehensive listing and knowledge of school programs for the Center and applicable performances to be able to:
  - Promote and sell all activities to identified target tour audiences
  - Discuss during appointments with district and school level administrators and teachers
- Grow participation in the Center's Teacher Advisory Group (TAG) and hold quarterly TAG meetings.

## **School Program Development and Implementation**

- Work in conjunction with the Director of Education and Manager of Produced Theatre and Theatre Education programs to develop annual school program offerings that are aligned with state curriculum standards.
- Maintain inventory of all school programs supplies and ensure that all program supply kits are prepared and available before all school programs.
- Alongside the Tour Coordinator, serve as a point of contact for all general inquiries regarding school programs.
- Work in collaboration with the Youth and Public Programs Manager to hold Center Educator trainings on all school programs on a bi-annual basis.
- Work with the Tour Coordinator to plan all school program bookings and schedules and the Youth and Public Programs Manager to assign educators to school program shifts.
- Lead distance learning, outreach and field trip programs as needed.
- Develop and implement school program evaluation tools to ensure that programs offered are of high quality and meet the needs of teachers and their students.
- In collaboration with the Tour Coordinator, Midland Public Schools and community partners, implement annual field trip tour programs, including Project Art Museum, Root Cellar Ice Box, and The Chemist and The Architect.

## **PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:**

### **Qualifications:**

- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference
- Must have the ability to interact with diverse audiences and age groups to help facilitate activities and programs
- Must be a professional, responsible, reliable, motivated team player with strong interpersonal and organizational skills
- Must have knowledge of informal and interpretation learning techniques, with the ability to plan, build, prototype, audience test, refine and pilot programs and activities
- Ability to effectively serve as part of an Education team communicating back to supervisor in a clear and proactive way
- Work under pressure in a fast-paced environment, able to prioritize multiple tasks and demands and seek supervisory assistance as appropriate or needed to ensure safety

### **Education and Experience Requirements:**

- Bachelor's Degree in education, arts, science, or history; or 2 years equivalent experience
- One to two years' experience implementing, teaching, and evaluating programs
- Experience working in a formal school setting preferred

## **SPECIAL CONDITIONS OF EMPLOYMENT**

- This position requires the ability to work a variable schedule, evenings, weekends, and holidays to meet operational needs.
- Must be able to lift and carry 30 lbs.
- Must be able to stand for extended periods of time.
- Must be able to move easily up and down stairs.

## **APPLICATION INFORMATION**

Email Cover Letter and Resumé to: [HR@midlandcenter.org](mailto:HR@midlandcenter.org)

Tina Siegmund - HR, Payroll & Benefits Manager

Deadline: Open until filled