



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

Position Title: School and Community Programs Coordinator
Supervisor: Youth Programs Manager
Classification: Full Time, Non-exempt
Last Updated: February 19th, 2025
Salary: \$17.50 per hour

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 Youth Programs Manager, the incumbent will be responsible for the implementation of school and community group programs including matinees, field trips, and travelling programs. The incumbent will be responsible for fostering relationships with school districts, teachers, and school administrators. The incumbent will also oversee Center participation in community events, coordinating with the marketing department and Youth Programs Manager to determine event staffing and programming.

DUTIES AND RESPONSIBILITIES

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

Fostering Relationships

- € Work with the Youth Programs Coordinator and Sr. Director of Museums and Education to foster and maintain positive relationships with regional school personnel, teachers, libraries, community groups and service groups.
- € Maintain a comprehensive listing and knowledge of school programs for the Center and applicable performances to be able to:
 - o Promote and sell all activities to identified target tour audiences
 - o 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 & Community Program Development and Implementation

- Work in collaboration with the Education team and Programming team, develop annual school program offerings, summer library programs, and community workshops/activities that are aligned with state curriculum standards.
- Maintain inventory of all school and traveling program supplies and ensure that all program supply kits are prepared and available before all school programs.
- Alongside the Scheduling Specialist, serve as a point of contact for all general inquiries regarding school programs.
- Work in collaboration with the Youth Programs Manager to hold Center Educator trainings on all school programs on a bi-annual basis.
- Work with the Scheduling Specialist to plan all school group and community program bookings and schedules and the Youth Programs Manager to assign educators to program shifts.
- Ability to lead programs when educator support is not available.
- 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.
- Coordinate with the Scheduling Specialist and House Manager to implement school matinee performances from planning to day-off attendance.
- Collaborate with the marketing department and Youth Programs Manager to ensure that community event opportunities, including hosting booths at fairs, festivals and trunk-or-treat events are attended by a member of the Center staff as appropriate.
- Develop content for all marketing materials for school group guides, community program fliers, and any other necessary collateral.

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

Deadline: Open until filled