PS21 Seeks Community Engagement and Education Coordinator

PS21 seeks a Community Engagement and Education Coordinator to join the team. This part-time role, reporting directly to Operations Director, is responsible for planning, organizing, and supporting the development and implementation of an array of arts-based community engagement and educational programming for PS21. The position is seasonal through September, with an opportunity to continue.

PS21’s Community Engagement and Education Coordinator will seek new ways to forge audience involvement and participation, and is passionate about creating an engaging public space for all to enjoy.

Key Responsibilities

- Have primary responsibility for identifying, building, and strengthening relationships with community-based organizations in Chatham and Columbia County.
- Identify, build and strengthen relationships with stakeholders including elected officials, local residents, teachers in the public schools, and libraries.
- Facilitate workshops and classes, and provide onsite support to education-related programming;
- Produce programming (including workshops, panels, and conversations) that surround select performances, both in our theater and on our 100-acre land;
- Manage the PS21 Chatham Pathways and Movement Without Borders programs through the summer and fall of 2021, be present at all MwoB and Pathways events on-site
- Creating select programs that are responsive to the self-identified needs of the community organizations;
- Facilitating community-specific audience as part of PS21’s core commitment to welcome people of all cultural and socio-economic backgrounds.
- Set up opportunities for direct participation of community artists in select projects;
- Introduce lead artists of select projects to community stakeholders for content development;
- Schedule and maintain internal and external calendars of community engagement and education program events and activities in Google Software
- Create and maintain presentations, correspondence, and administrative systems for the Engagement and Education programming
• Drive communication on behalf of the Executive Director with key stakeholders in order to establish and shepherd relationships with various partners

• Coordinate and produce webisodes/social media featuring art-making activities and lessons

• Attend external community meetings on behalf of PS21 to learn and present information about partnership opportunities with PS21

• Track program-related expenses and maintain all data entry, contact lists, and other administrative tasks for the Engagement and Education programming

• Contribute to grant writing for applications for funding

• Work with the entire staff on creating a welcoming environment throughout the PS21 campus.

What You Bring

• At least three years of professional experience in community organizing, community engagement and/or other community-rooted leadership for an arts organization, as well as a passion for the performing arts;

• A track record of building new initiatives; nimbleness and improvisational problem-solving ability;

• An exceptional history as a relationship builder with the ability to communicate with people from different cultural and socio-economic backgrounds,

• Professional experience in Columbia County, with knowledge of the nonprofit organizations;

• A passion for creating and facilitating community access to quality public art and space

• The demonstrated ability to conceive, strategize, manage and prioritize between multiple projects;

• A hardworking, energetic, self-motivated personality, dedicated to the details

• Proficiency in the Microsoft Office Suite

• Availability to work weekends during the high-season (May-October)

• A degree in arts education applied theatre, or related fields, a plus

• Experience as a teaching artist or educator in any art form, a plus

To apply, please send your cover letter and resume to info@ps21chatham.org with the subject line: Community Engagement & Education Coordinator Application – (Your Name).