**Education Coordinator**

**Job Description**

**BASIC FUNCTION:**

This position reports directly to the Director of Education and Community Engagement to produce Virginia Arts Festival’s Education Programs. Responsible for cultivating and maintaining partnerships with school administrators, teachers, and community groups; and planning and executing education events.

**PRINCIPAL ACCOUNTABILITIES:**

1. Coordinate details associated with the Virginia Arts Festival Education Program, including but not limited to:

a. Manage all educational reservations, confirmations, and invoicing.

b. Field incoming inquiries about Education Programs. Follow-up with information via phone and email.

c. Assist with marketing pieces including yearly education brochure, periodic e-blasts, and Education section of VAF website. Done in coordination with Marketing Dept.

d. Manage and update education database in Tessitura (training will be provided).

e. Maintain educational calendar.

f. Follow up on district and private school contracts. These require ongoing maintenance throughout the season.

g. Coordinate with Artistic Dept. for all logistical details associated with performance groups including transportation, lodging, schedule, personnel, and equipment.

h. Serve as Virginia Arts Festival liaison for Education events, both in schools and in theaters.

i. Maintain careful records and documentation of all educational activities to include: number of students served, schools, cities, school districts, etc.

j. Assist with season wrap-up statistics and grant reports following each Festival season.

k. Help coordinate special projects as needed, ex. Summer Strings residency, Special Audience Night at the Virginia International Tattoo (for people with special needs and their families), biannual HBCU Jazz Residency, community dance classes, etc.

**OTHER INFORMATION:**

**Work Schedule and Status**

Virginia Arts Festival hours are Monday-Friday, 9am to 5pm. Because we are a performing arts organization, many employees have responsibilities that occur outside of those office hours.

This position is classified as exempt; exempt employees do not work on an hourly basis. Work schedule will include time beyond the traditional office hours to include evening and weekend activities, particularly when the Festival is hosting visiting artists. VAF Education Programs run throughout the school year.

\*This position will sometimes involve driving artists to events. Applicants must have a valid driver's license and a properly insured personal vehicle.