



Sitar Arts After-school – Offsite Site Coordinator – Part-Time

Organization and Job Summary

Sitar Arts Center advances the critical life skills of underserved children and youth in Washington, DC and prepares them for achievement in the 21st century through visual, performing and digital arts education in a nurturing community. Fostering personal and artistic growth through arts education and mentoring, the Center offers programs after-school, on Saturdays throughout the school year, and during the summer to more than 800 students per year. Each semester, 80 percent of students are from low-income households. Sitar sustains a cost effective, unique model of program delivery through collaborations with DC's professional arts organizations and a faculty of local volunteer teaching artists, using a sliding fee scale that ensures affordability for every family and programs that reach a child at every stage of development. Sitar intentionally engages parents and families to create a safe, welcoming, and transformational community for children and youth.

The **Site Coordinator** will work as part of the Sitar Arts Center Community, at an offsite afterschool program for middle school students. The Site Coordinator is responsible for overseeing the teaching team, coordinating student schedules, planning Friday student time and communicating and coordinating with Sitar Arts Center Staff to ensure the program is reaching its overall goals for all students. The teaching team is a small group of arts teachers who will work together, with the site coordinator, to develop a well-rounded body of workshops, fieldtrips, guest speakers, and additional program elements as described by the Sitar Arts After-school program over the course of the year. The site coordinator will be responsible for reviewing individual teacher's curricula, serving as a mentor to staff and students, and supporting the students, families, the school and community in building relationships with the program as it grows. The site coordinator, in coordination with the teaching team, must organize a successful performance opportunity for students at the end of each session and term in which students can showcase talents and skills gained during the program.

Qualifications and Experience

- **3 years+ of Arts Teaching experience**
- **2 years+ of supervisory experience**
- **Experience in event planning desirable**
- **2 years of experience teaching youth, preference of ages 10 - 14**
- **Experience working with at risk youth preferred**
- **Bachelor's degree preferred**

Hours for this position are Tuesday – Friday 3:15 pm – 6:15 pm. Additional hours are required for meetings, field trips and special events. Background check and TB test are required for employment. Salary is \$27/hr.

Please send a cover letter, resume, and the names, titles, emails, and phone numbers, for three references. Candidates must present a portfolio of work as necessary per your art form, and demonstrate experience for performing artists, and provide a biography and present work created by students that they have taught. Portfolios must be digital jpeg format, including links to video clips.

For more information about Sitar Arts Center, please visit: www.sitarartscenter.org

Contact Information:

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No phone calls please

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