

TURNAROUND ARTS: CALIFORNIA

COMMUNITY ARTS PROJECT COORDINATOR

Co-founded in 2014 by renowned architect Frank Gehry and arts education advocate Malissa Shriver, [Turnaround Arts: California](#) (TA:CA) is a nonprofit organization that expands upon the Washington, D.C. based Turnaround Arts program in California. TA:CA partners with schools across the state that are under-resourced and predominantly populated by communities of color. The focus of TA:CA's work is to build the capacity of teachers and principals to leverage the arts in creating equity and access for all students, and to support whole-school transformation through the arts. TA:CA's drive for access and equity and its pioneering work make this organization a leader in the field of arts education. TA:CA partners with 26 schools spread from the state's southern to northern borders with representation in 17 school districts, reaching 15,000+ students through 750+ trained teachers and staff. Today, TA:CA represents nearly half of the [national Turnaround Arts network](#).

The Covid-19 pandemic and subsequent social justice uprising has upended all of our daily lives and created a collective trauma that we are only just beginning to comprehend. This is most true for TA:CA partner school communities, who have been disproportionately impacted, losing loved ones while missing out on the safety, stability, and social connections that in-person schooling provides. Compounding this trauma are other challenges and barriers students and our families have already been facing, such as community violence, racism, and housing and food insecurity.

In this year of transition back into physical school spaces, the **2021-22 TA:CA Community Arts Project** has been established to support our partner schools to utilize communal campus-based art projects to uplift students, teachers, and families, help them process emotions, elevate their voices, and foster long-term community-building and healing. TA:CA is seeking a **Community Arts Project Coordinator** to provide administrative oversight and support creative, collaborative processes between school leaders and arts partners.

SPECIFIC JOB RESPONSIBILITIES

- Assist in the planning, organization, and implementation of 10-12 school-based community arts projects. Ensure adherence to project goals throughout the process.
- Maintain consistent and effective communication as the liaison between community arts partners schools and TA:CA program staff, artists and partner arts organizations, and as needed, other governmental agencies, city departments, and businesses to coordinate public art;
- Assist with managing supply/material orders, deliveries, and arts partner payment

This position requires some local travel using the candidate's own car to school sites in Los Angeles and Santa Ana. Proof of full vaccination (a physical copy or digital photograph of the vaccination card) will be required at that time.

MINIMUM QUALIFICATIONS

- 2-3 years relevant experience preferably in public schools, arts education and/or public art
- Demonstrated experience to perform the job responsibilities outlined above

QUALIFYING SKILLS

- Highly organized, self-motivated team player, excited to play a critical role in a small team and contribute to meaningful, mission-driven work
- Effective oral and written communication skills, demonstrating diplomacy and accuracy
- Ability to professionally write emails, letters, and other documents
- Familiarity with Microsoft Office Suite and Google G-Suite
- Ability to quickly adapt to changing circumstances and priorities, take appropriate initiative, and work independently
- Bilingual English/Spanish a plus

HOURS & COMPENSATION

- \$12,000 for a 7-month contract from December 2021- June 30, 2022
- Approximately an average of 35 hours per month, with more hours concentrated in Feb-May (this role has the potential to be expand into next school year, pending funding)

AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO DIVERSITY

Turnaround Arts: California is proud to be an equity-centered employer. We are committed to building a culturally diverse, collaborative organization dedicated to increasing educational equity through the arts. We seek to fill this position with someone who shares our values. We encourage all interested individuals to apply — especially Black, Latinx, Indigenous and People of Color; women; people from low-income socio-economic backgrounds; people with disabilities and people who are lesbian, gay, bisexual, non-binary or transgender, or anyone belonging to any other federal or state-protected category

APPLICATION PROCEDURE

Submit the following materials to hr@turnaroundartsca.org with the subject line “Community Arts Project Coordinator.” Only fully complete applications will be reviewed. No phone inquiries.

1. Cover letter demonstrating interest and ability to perform the job responsibilities outlined above; and
2. Resume demonstrating experience and education

Materials will be reviewed until the position is filled, with priority given to applications received by December 6th.

NOTICE: All statements made on the application materials are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. All information contained herein does not constitute either an expressed or implied offer of employment. We reserve the right to reject any or all applications, or to terminate the selection process for any position without prior notice.