

Active Learning

Performing Arts Coordinator (PAC)

Compensation: \$25-\$30/hour

Benefits: Medical, Dental, Vision

Hours: 20-25 hours per week



SUMMARY

The Performing Arts Coordinator coordinates and advocates for the performing arts programs and activities throughout Orange County, Paramount, and Downey Districts in Orange, Santa Ana, Newport-Mesa and Anaheim. A Performing Arts Program Coordinator performs a combination of administrative, promotional, and professional dance/musical and theatre arts duties. An employee of this class is responsible for developing concepts and resources for performing arts programs, and promoting public interest in such presentations. Collects and maintains a library of music, scripts and curriculum; evaluates Active Learning programs in terms of performance integrity and audience feedback.

ESSENTIAL FUNCTIONS

- Develops a balanced performing arts program through the oversight of curriculum & instruction, in congruence with teacher schedules within the department.
- Creates and sets the districtwide performing arts time management calendar for each performance timeline per rotation by district.
- Organizes musical theatre, dance and/or music curriculum and resources for teaching artists.
- As a leader, the PAC supports other teaching artists in identifying, developing, and implementing curriculum and instructional strategies designed to improve student learning in various areas.
- The PAC may work in a variety of elementary and/or secondary educational, individual or team teaching settings.
- Through effective collaboration the PAC may conduct classroom instruction either for direct learning by students or for demonstrating effective intervention and teaching practices for teaching artists.
- As a leader and specialist, the PAC develops and facilitates professional learning opportunities with a focus on education for teaching artists, instruction and assessment strategies that promote achievement for all students.
- The PAC facilitates a professional learning environment by developing effective teaching and learning practices, and developing and implementing best practices.
- The PAC assists teachers in using instructional and learning strategies and differentiated instructional strategies in planning, delivering, and assessing lessons and individual student success.
- The PAC provides professional development in best practices for student engagement, with an emphasis in establishing classroom environments that are accessible and provide multiple representations of content for students with diverse abilities through observations, written reports and direct recommendations..
- The PAC maintains a collaborative relationship with Warehouse/Inventory Manager.
- Coordinates costumes and props for specific shows.
- Coordinates and provides technical assistance for stage setting such as scenery, lighting, props and sound.
- The PAC guides teaching artists to serve as positive role models for students and practices the behaviors that are expected of students; and takes the initiative to engage students throughout class structures.
- PAC will work directly with program administrators to ensure teaching artists are implementing best practices.
- Consistently meets deadlines with efficiency and accuracy, ensuring timely completion of tasks/projects.

KNOWLEDGE, SKILLS, ABILITIES AND REQUIREMENTS

- A good knowledge of the principles, techniques and materials of the fine arts, after school programs.
- A good knowledge of the principles and practices of supervision.
- A good knowledge of safety principles and practices.
- Ability to speak clearly and effectively in public
- Ability to evaluate the effectiveness of teaching artists and fine arts programs
- Ability to deal tactfully and effectively with employees, school administrators and students.
- Ability to maintain operating records and to prepare reports and recommendations.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to work collaboratively with ED within curriculum and instruction to design, implement, and/or monitor continuous improvement programs and/or services.
- Computer proficiency in Google Suite, as well as software applications relevant to area of responsibility.
- Excellent time management skills and ability to prioritize work.
- Ability to be flexible and adapt as needed between in-person work environments.
- Must pass a background check.
- TB test clearance to be renewed every 4 years.