Young Audiences ARTWorks
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ArtWorks 2012 Site Coordinator (Internship)
Position Description

Young Audiences of Northeast Ohio is seeking cover letters and resumes for two Site Coordinator positions in the Summer 2012 ArtWorks program. ArtWorks is an arts-based job training program for area high-school students designed to develop 21st Century skills for the workplace through apprenticeships in the arts. Site Coordinators will work closely with administrative staff, professional teaching artists and teen-aged apprentices. Apprentice programs may include theatre, film/photography, music, dance, recording arts, visual arts, architecture/design, video game design, culinary arts, and/or fashion/costume design.

ArtWorks will take place, indoors and outdoors, at the Halle Building and the Tri-C Metro Campus in Cleveland. The program will operate June 11–August 2, Monday-Friday, 9 am – 5 pm, though some Saturdays and evenings are required.

The Site Coordinator will primarily coordinate the day-to-day operations on-site at a single location (Halle Building or Tri-C Metro Campus), maintaining open communication among Young Audiences staff, artists, apprentices and supporting partners. Employees must have consistent access to a reliable vehicle for transportation of him/herself and supplies between the Young Audiences office in Shaker Square, Cleveland, and the ArtWorks work locations.

The Site Coordinator will:

- coordinate multiple program events in cooperation with ArtWorks Managers
- be responsible for communication of important updates and information between apprentices, teaching artists, parents, the public, and ArtWorks Managers
- monitor and support program-wide adherence to ArtWorks policies and procedures
- supervise and document the security and safety of the ArtWorks site, materials, and participants
- assist in developing, distributing, and collecting ArtWorks documents and materials for staff and apprentices as needed
- assist ArtWorks management with specific projects as necessary, including administrative tasks before, during and after the program

Preferred candidates will have attained or be finishing a bachelor's degree in an arts, education or related field, have experience within the arts, display excellent written and oral communication skills, be proficient with Microsoft Word and Excel applications (specifically mail merges and professional letter writing), and demonstrate initiative to solve problems as they arise. Applicants with experience in event coordination, complex schedule management, and leadership of young adults preferred. Beneficial, but not necessary: experience with Photoshop or other graphic design software, photography, and use of Google Docs. Interested applicants must submit a current resume no later than Tuesday, February 21, 2012. An interview and professional references are required for finalists. *A background check must be completed and approved prior to employment.*

This position is temporary and part-time. The salary will be $12 per hour, paid twice per month.

The Site Coordinator may work 5-10 hours per week, Monday through Friday, from May 14-June 12, 2012. The daily work schedule is flexible and will be determined after hiring.

The Site Coordinator will work 35-40 hours per week, Monday through Friday, from June 13-August 3, 2011. The daily starting time will be 9:00 AM and the daily ending time will be 5:00 PM unless otherwise specified. Exceptions will be made for special events scheduled on occasional evenings and/or Saturdays.

Please direct cover letter and resume to:

ArtWorks Site Coordinator Position
Young Audiences of Northeast Ohio
13110 Shaker Square, Suite C203
Cleveland, OH 44120