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| TITLE: World of Magik/Outreach Program Coordinator | Grant funded: \$17/hour |
| REPORTS TO: Director of Education | HIRE DATE: Immediate |

SUMMARY DESCRIPTION:

- The World of Magik/Outreach Program Coordinator assists the Director of Education to bring Magik programming to schools and community centers. Currently, Magik provides theatre classes throughout San Antonio and Bexar County that use a world theatre perspective to increase students' social emotional growth. Magik is seeking to grow the program to include exchanges with international artists.
- This is a grant funded position with varying hours.

PRIMARY RESPONSIBILITIES:

- Assist Director of Education to coordinate between partner organizations, international theatre groups, and teaching artists.
- Coordinate with partners to prepare online learning when needed
- Maintain appropriate paperwork between Magik and host organizations and Artists in Residence including contracts, invoices, reports, background checks, timesheets, schedules, payroll.
- Assure that project stays on budget by filling out regular spending reports.
- Assist in evaluation of existing programs and logistics to improve program and service delivery.
- Ensure staff have safe and appropriate equipment and supplies
- Update database with information on community contacts and alumnae
- Collaborate with Marketing and Development as needed
- Act as a Teaching Artist or Magik Ambassador when asked
- Collaborate with Magik Classes and Camps to assure smooth customer service as needed
- Administer first aid when needed in accordance with set procedures.
- All other duties as assigned.

REQUIRED SKILLS:

The ideal candidate will have a passion for teaching children of all backgrounds. You will have B.A. in Theatre Education or a minimum of two years' experience teaching theatre in a public school environment. You will also have experience creating exciting lesson plans that use theatre to enhance social emotional learning for students who come from many different backgrounds. You should be proficient in Microsoft Office and have a strong writing ability. This position may include up to 30% of time traveling to teaching sites and will include occasional work on weekends. You must have own transportation.

PREFERRED SKILLS:

Conversational Spanish