



## Job Description

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**Position Title:** EnVision Me Program Coordinator, Educational Initiatives  
**Position Status:** Part-time  
**FLSA Status:** Non-exempt

### Position Summary and Purpose:

The EnVision Me Program Coordinator works with staff, primarily EnVision Me instructor and Educational Initiatives Manager to support the execution of EnVision Me at local schools and the Gantt Center. Attention to detail, passion for community arts education and engagement, strong writing and communication skills, and the ability to prioritize and multitask are crucial. The position includes some weekend hours and, with notice, may require early mornings or some evenings.

### Essential Functions:

- Collaborates and assists in co-creating and managing the EnVision Me program and the elements such as lessons, field trips, school/parent communication, and EnVision Me showcase.
- Assists with administrative tasks related to booking teaching artists, panelists, guest speakers, and facilitators, which includes
  - Issuing guest instructor contracts
  - Submitting invoices and check requests
  - Gathering W9s, bios, and headshots
  - Following up on outreach requests with organizations or companies who partner with EnVision Me
  - Filing appropriate paperwork for School System(s) Accounts Payable
  - Preparing written materials for inclusion in funding requests
  - Co-create EnVision Me assignments and grading sheets
- Review, and organize EnVision Me equipment and supplies
- Create or support with logistics for field trips, guest speakers, and on and off-site projects for EnVision Me participants
- Assist with the facilitation, set-up, and breakdown of drop-in experiences, as well as select programs and workshops related to EnVision Me program
- Inventory and maintain workshop supplies
- Research and compile information and activities for educational materials for K-12 groups and visitors
- Co-teach lessons and assists program participants

- Researches digital media companies, special digital media exhibitions, and artists to develop artist talks, public lectures & demonstrations, artist workshops & other outreach initiatives that align to the EnVision Me goals and mission
- Identifies partnerships with other cultural institutions to collaborate and expand on outreach initiatives in the community
- Assists with coordination of signature programs such as MLK Day and Juneteenth celebrations that serve the community and the mission of the Gantt Center
- Manages program schedules and analyzes trends to recommend and implement modifications to improve EnVision Me program effectiveness
- Researches creative thinkers, cultural critics, scholars, authors, performing artists, for digital media programs
- Monitors, verifies and reconciles expenditures as appropriate to manage operating budget
- Provide general administrative assistance and support for Educational Initiatives and special events related to EnVision Me program
- Attend evening programs (onsite at a school or the Gantt Center) related to the EnVision Me program
- Support with equipment set up and execution of using software or technology in MODA (Mecca of Digital Arts) and logistics for on-site Youth Residency sessions
- Set up technology equipment and logistics, oversee and be present for at least one open studio session, and or assist in digital media arts workshop weekly in MODA

#### **Non-essential Functions:**

- Photograph/videotape programs in progress and forward them to the marketing team and/or upload them to social media platforms
- Identifies potential guest speakers and artists for EnVision Me program
- Represents the Gantt Center on various committees and attends professional meetings as needed
- Assists in the preparation of budgets and grants related to sustaining EnVision Me
- Assist with training new personnel or volunteers as needed

#### **Competencies:**

- Demonstrates positive, “can-do” attitude, flexibility, teamwork, and attention to detail; strong planning and organizational skills; high degree of initiative
- Ability to organize, prioritize and work independently with competing priorities
- Ability to communicate clearly and effectively with clients, vendors, and colleagues on all levels
- Demonstrates excellent interpersonal skills and ability to interface with diverse client and vendor base
- Strong partnership, administrative and planning skills
- Ability to drive to and from EnVision Me sessions daily or weekly at assigned schools and organizations

#### **Basic Knowledge:**

- Ability to operate a computer and general office equipment
- Ability to co-create lesson plans related to Digital Media Arts including but not limited to photography, film, and video editing
- Ability to manage classroom management with middle and high school students
- Ability to develop and manage budgets and prepare financial reports, data analysis of student surveys
- Knowledge of Microsoft Office Suite

### **Education and Training:**

Bachelor's degree in a related field and a minimum of two (2) years experience in a similar role or an equivalent balance of education and experience. Experience in digital media coursework and teaching or co-teaching workshops.

### **Physical Demands and Working Conditions:**

The EnVision Me Program Coordinator position will have an assigned computer. Position requires frequent sitting, standing, and walking. May require sitting and working on the computer for extended periods. Requires the ability to communicate with others in person and on the telephone. Manual dexterity is needed for using a computer keyboard and calculator. Must have adequate vision to operate a computer and complete paperwork. Requires ability and willingness to work flexible hours as needed to meet client and organization needs.

### **Compensation**

This role is an hourly contracted position ranging from 10 months – 1-year role. This role will have a maximum of 20 hours a week.

***If you are interested in this position, please email your resume and cover letter to Nicole Beverly, Education Initiatives Manager at [nicole@ganttcenter.org](mailto:nicole@ganttcenter.org)***

### ***Disclaimer***

*The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. The Harvey B. Gantt Center reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.*