



## **Job Description - Programs Coordinator**

*20 - 30 hours per week, starting rate \$15 per hour. Potential to grow to full-time.*

### **About Momentum**

Momentum engages children in dance, music, and performance to develop lifelong habits of self-discipline, teamwork, and excellence to place them on a path to success. Professional teaching artists and musicians work weekly with more than 1,000 students in Columbus and Hilliard City Schools.

### **Overview**

The Programs Coordinator administrates each of Momentum's eight programs: 30-Week Anchor, 4-to-15-Week Residency, Early Learners, Team XL, Team XO, Performance Troupe, After School, and Momentum University. They are the point of contact for Momentum's vital partners: central Ohio schools and parents/guardians. They establish and maintain a solid line of communication with school administrators, classroom teachers, and parents/guardians. This position has great opportunity for growth as Momentum continues to reach more children in new programs. Requires frequent travel within central Ohio. Reports to the Executive Director.

### **Job Duties**

- Coordinate and maintain Momentum's teaching schedules for each of the eight programs, including cancelled and rescheduled classes.
- Lead and schedule quarterly meetings with school principals and classroom teachers participating in the 30-Week Anchor Program.
- Prepare the 30-Week Anchor Program school administration for the Year-End Performance logistics at the Davison Theatre, including bussing, lunch orders, theatre rules and expectations, etc.
- Coordinate Lecture Demonstrations (in-school performances) with school administration, and prepare any accommodations necessary for the performances.
- Create and/or distribute any informational materials to classrooms, such as performance invitations, educational guides, meeting agendas, student participation forms, surveys, and student nametags.
- Collect and maintain each school's class rosters, and track dancer special circumstances/medical issues.
- Field all emails and questions from principals, PTO organizations, and classroom teachers about Momentum.



- Coordinate, with the Operations Manager, school contracts and payments.
- Regularly communicate with Lead Instructors about the needs of the classroom.
- Recruit and onboard new schools to Momentum.

### **General**

- Occasionally coordinate and host visitors to watch a Momentum class in action, including donors.
- Regularly communicate and collaborate with Momentum's Artistic Director, Music Director, Executive Director, and Operations Manager.
- Attend and give updates at monthly team meetings.
- Other duties as assigned.

### **Required Qualifications and Abilities**

- Bachelor's degree or equivalent experience.
- Impeccable relationship-management skills.
- Strong verbal communication skills.
- Great appreciation and zeal for the arts.
- High attention to detail and strong writing skills.
- Flexible schedule and ability to work independently.
- Ability to lift 50lbs, bend, stretch, and stand for extended periods of time.
- Reliable transportation and a valid driver's license.
- Must pass a background check (paid by Momentum).

### **Desired Qualifications and Abilities**

- 1+ years of experience working in a school-setting, or with school principals/teachers, preferably within central Ohio.
- Familiarity using Google Drive and similar applications.
- Dance, music, and/or theatre experience.
- Fluency in Spanish and/or Somali a plus.

### **Deadline**

Please submit a cover letter, resume or CV, and list of three professional references to [molly@momentum-excellence.org](mailto:molly@momentum-excellence.org). Applications will be accepted on a rolling-basis until 5 p.m. on Friday, July 28, 2017.