



Position Posting  
**SITE AND OUTREACH COORDINATOR**

**General Description**

Working under the regular supervision of the Education Manager, the Site and Outreach Coordinator provides support for all Ryman Arts classes and is responsible for supervising classes onsite at either our Fullerton or Los Angeles location each weekend that classes are in session, as well as online. The Coordinator also collaborates to develop and implement Ryman Arts' outreach strategies to inform, recruit and retain a diverse community of students in the program following the diversity, equity and inclusion plan for the organization. Outreach includes making presentations online and on site at schools and community events throughout Orange and Los Angeles counties. Developing strong relationships with schools and community organizations and fostering excellent service for potential and current Ryman Arts students are the key parts of this position.

Ryman Arts transforms lives by creating access and opportunity for a diverse community of young artists through rigorous education in fundamental art skills, college preparation and mentoring. Ryman Arts offers its core classes on weekends at its two sites, California State University, Fullerton on Saturdays and Otis College of Art & Design on Sundays. Two 12-week semesters are offered each year in person, with additional programming throughout the year in person and online.

**Principal Responsibilities and Examples of Duties**

- Coordinate weekly classes, including the booking of models and guest artists, field trips, and fostering strong communications with liaisons at partner campuses. The Coordinator will also be responsible for ensuring a positive and safe student experience, resolving issues that arise during classes, supervising Teaching Assistants on site, and communicating critical issues to the Education Manager.
- Coordinate outreach initiatives, including planning programming, developing materials, fostering relationship with community groups and schools, tracking progress toward goals, and reporting on results.
- Make outreach presentations, and train and supervise others who make presentations, at schools and community organizations to recruit students and inform educators about Ryman Arts.
- Collaborate with the Education Manager to create in-person and online programs and events such as college planning, and career preparation during the semester and throughout the year.
- Oversee classes on site each week at Saturday at the Cal State Fullerton site, or Sundays at Otis, and occasionally both sites on the same weekend.
- Coordinate the admissions process each semester, including processing applications, preparing them for review, maintaining the database of applicant information, and participating in the review process.
- Maintain records on students, schools, and community organizations using Filemaker database.
- Work with the Education Manager on professional development for the Ryman Arts faculty.

- Integrate the goals of Ryman Arts' diversity, equity and inclusion plan into programs and outreach.

### **Knowledge, Skills, and Abilities Required**

- Bachelor's Degree in art, education or related area. Studio art background a plus.
- At least 2 years' experience teaching and/or coordinating events, outreach, or community organizing.
- Experience with student services, or college and career development in a school or community organization.
- Demonstrated commitment to cultural equity in previous employment or volunteer work.
- Excellent organizational skills, detail oriented and ability to track multiple projects.
- Strong computer skills in email and word processing. Database experience a plus.
- Excellent communication skills, positive conflict resolution and problem solving skills. Able to communicate well to diverse audiences, and both online and in person.
- Bilingual speaking ability in English and Spanish is a plus.
- Must have own transportation and ability to travel throughout Orange County and Los Angeles.

The Site and Outreach Coordinator position is a full time, non-exempt position. Possible hybrid of remote and office work hours; the coordinator is required to be on-site for weekend classes. Hourly rate commensurate with experience. Comprehensive benefits include employer paid health insurance, paid vacation, holidays and sick time, and eligibility for Flexible Spending Accounts and employer contribution to 403(b) retirement plan.

To apply, submit cover letter and resume by email with the subject line "Site and Outreach Coordinator" to: [info@ryman.org](mailto:info@ryman.org)

Position open until filled