



POSITION DESCRIPTION: CREATIVE PATHWAYS COORDINATOR

Working under the Director of Education, the Creative Pathways Coordinator has two key areas of responsibility: (1) 50% teaching and mentoring young people in photography, filmmaking and/or multimedia; and, (2) 50% coordinating all Creative Pathway activities. Scheduled to start June 1, 2017, specific responsibilities include:

TEACHING AND MENTORING

1. Act as Lead Artist for 4 two-hour/week academic year classes and 1, three-hour, daily summer class.
2. Develop standards-aligned syllabi that will achieve learning objectives, reflect Venice Arts' child-centered, experiential pedagogy, and support the delivery of Venice Arts' sequenced curriculum.
3. Interview, train, and oversee volunteer artist-mentors, teaching assistants, college students and/or other interns assigned to these classes.
4. Assure the upload of work samples and mentoring images at key points in the workshop cycle (start-up, mid-way, end), and the posting of "best of" galleries and/or special project features.
5. Work with youth to prepare their work for the culminating exhibition and film screening.

CREATIVE PATHWAYS

College Activities

1. Coordinate College Track activities according to an established work plan including, at minimum, Fall and Spring College Days targeting middle- and high-school students; a Spring Creative Career Day targeting high-school students; and small group and 1:1 support for college counseling, essay writing, and related college preparedness activities.
2. Develop and build existing partnerships with other academic institutions and organizations to assure that program goals are met in an effective and efficient manner.

Internships

1. Work with the Art Mentoring Team to identify and place student interns at Venice Arts.
3. Assure the maintenance of data logs of all placements.

Awards, Competitions, Portfolios

1. Maintain a calendar of national, state, and local awards and competitions, coordinating "mini-workshops" and other Art Mentoring team support to assure robust participation by students.
2. Coordinate youths' participation in National Portfolio Day and related opportunities.
3. Assure the maintenance of data logs of all submissions and their outcomes.

Creative Pathways Volunteers

1. Develop, orient, support, and coordinate the efforts of a volunteer pool for college workshop days, 1:1 and small group support, college counseling, and career days.

Program Communications

1. Assure the creation of stills documenting the Creative Pathways programs; provide to appropriate staff for web features, grant reports, and other organizational storytelling.
2. Assure up-to-date flyers, e-communications, and presentations to assure that all Lead Artists, participants, and families know about available activities/programs.

Evaluation and Reports

1. Track process (participation, retention) and impact data that will help evaluate the program; prepare a report on the program at least twice per year; recommend data-driven adjustments.



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QUALIFICATIONS AND EXPERIENCE

General: The ideal candidate is a graduate of a photography, filmmaking, or multi-media program (graduate degree preferred, but not required), with experience working with both analog and digital processes. She or he has a strong background in documentary storytelling, while being adept at working in other forms and demonstrating a broad knowledge of historic and contemporary practices; a working artist preferred. The candidate is personable, an excellent communicator, and able to demonstrate an ability to self-initiate and work independently. She or he is extremely well organized, detail-oriented, and able to effectively manage multiple priorities. Must possess a high level of technical expertise with cameras, computers, and software, including current versions of Photoshop, Lightroom, and Adobe Premier, while also demonstrating an educational approach that emphasizes the development of youths' conceptual knowledge, critical thinking, and creativity. An understanding of the needs of "at-risk" low-income youth is a plus, as is experience in a mentoring program. Experience supervising volunteers a plus.

Arts education background: Candidate has at least two years experience teaching media to young people (middle- and high-school preferred), and is highly proficient at building a syllabus with sequenced lesson plans that support arts learning objectives, while demonstrating an interactive, experiential, and project-based approach.

Creative Pathways background: Candidate understands the key components that support college readiness at the middle- and high-school levels; is familiar with national and local college resources, including scholarships and other forms of support; and possesses a sufficient understanding of both the challenges and opportunities for low-income young people, and their families, when applying to college. Candidate demonstrates an understanding of the matrix of college support activities—from college counseling to entrance exams, FAFSA applications, and personal essays, to internships, competitions, and AP-level classes. Candidate has the ability to develop and sustain a largely volunteer-supported program. An artist with prior experience in a college or career preparedness a plus.

Salary: This is a non-exempt, full-time position with a compensation package that includes a salary of \$41,600 to start, paid vacation and health benefits available after 90-days, and an opportunity to pay into a 401k.

To Apply: Send résumé with a cover letter highlighting relevant experience to jobs@venice-arts.org. Please indicate: Creative Pathways Coordinator in subject line. Please: No phone enquiries or walk-ins. Portfolio, curricular, or other materials may be requested if an interview is scheduled.

MISSION

Venice Arts ignites, expands, and transforms the lives of Los Angeles' low-income youth through photography and film education, and uses its participatory storytelling practices to amplify the voices of underrepresented communities around the world.

Venice Arts is an Equal Employment Opportunity Employer.