

## Education Programs Coordinator

### ABOUT US

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Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

### ABOUT THE JOB

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The Wallis is seeking a dedicated, detail-oriented administrative professional to join our team as **Education Programs Coordinator** to support the Education team and our education programs, including classes offered by The Wallis and Partners. Reporting to the Director of Education, this is a critical role to the success of our team and is responsible for fostering partnerships with K-12 schools, participating in the planning and implementation of department programs, liaising with student's parents, keeping class schedules organized and communication clear and flowing. If you have excellent communication and organizational skills, meticulous attention to detail and are passionate about the arts and the educational programs presented by The Wallis, we look forward to hearing from you.

### WHAT YOU'LL DO

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#### Education Program Duties:

- General office management for the Education Department. Answer department phones;
- Coordinate partnerships with K-12 schools including outreach, participation in student matinees, collecting feedback from teachers, and arranging artist visits on school campuses and online;
- Maintain departmental correspondence with school partners, course participants, and other constituents with high-quality customer service;
- Support school-attended matinees, public shows, and all other education related events;
- Participate in the planning and implementation of all department programs and activities;
- Support and coordinate Education department events;
- Help prepare Development and Board reports on Education programs and activities;
- Maintain departmental files and database records;
- Act as primary liaison between Education and all other departments. Responsible to respond to inter-departmental requests, coordinate and assist in the use of the education dept equipment and facilities;
- Administer department accounting systems to include: income and expense, purchase orders, petty cash, expense reports, quarterly close outs, semi-annual close outs, and annual close outs;
- Create, maintain and disseminate department and program calendars and schedules;
- Maintain and update Department meeting agendas, action lists, and schedules;
- Organize, maintain, and order all department and program supplies;
- Maintain archival records;

- Available to work regular office hours (M-F 10a-6p, 37.5 hours per week) and available to work occasional early mornings, nights and weekends, scheduled in advance and with notice, as the department activities schedule requires.

### **Support for Wallis and Partner Classes:**

- Serve as primary liaison to parents;
- Build class schedule and maintain records for course participation using Active Network and/or Tessitura;
- Oversee and conduct sales and create sales reports;
- Coordinate efforts to boost sales and/or deal with waiting lists;
- Manage all payments, refunds etc.;
- Coordinate class calendars, schedules, spaces, and supplies;
- Coordinate and communicate any schedule changes to students, parents, and Faculty;
- Work with faculty and teaching artists to ensure all required certifications are completed (such as fingerprinting and tuberculosis testing);
- Assume leadership in the event of an emergency. Ensure full understanding of all emergency systems/protocols and order and manage emergency supplies as needed;
- Collaborate with facilities on maintenance of all spaces in the Education Wing;
- Staff or arrange staffing for check-in and check-out of participants in all courses;
- Make arrangements to open and close Education Wing during class times in collaboration with building security procedures;
- Work with other departments to ensure proper scheduling of additional employees when needed;
- Ensure time sheets for department staff and teaching artists are submitted to Accounting in timely and accurate fashion.

### **SKILLS & EXPERIENCE NEEDED**

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- 2-3 years of experience in an office environment in an administrative support role;
- Highly organized with great attention to detail and accuracy;
- Strong interpersonal skills, ability to have outgoing and positive interactions with guests of all ages;
- Customer service experience required, troubleshooting issues while remaining calm and collected;
- Excellent verbal and written communication skills are required;
- Must be able to maintain a high level of confidentiality;
- Proficiency with MS Office Suite (Excel in particular) is required;
- Bilingual (English-Spanish) is helpful, but not required, for this role;
- Prior experience in the arts and/or youth education environment is preferred;
- A passion and advocacy of the arts is necessary to effectively execute this role.

### **BENEFITS**

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This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

### **HOW TO APPLY**

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Please email your resume to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include **Education Programs Coordinator** in the subject line.

**No phone calls please.**

*The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.*