

Inyo Council for the Arts (ICA)  
150 Willow Street  
Bishop, CA 93514

### **School Arts Coordinator**

**Work Schedule: Part time-24-30 hours per week as needed**

**Salary: Minimum pay \$15/hour or commensurate with experience, some benefits**

**Open until filled**

**Description:** This position is responsible for all aspects of the many programs ICA provides to all school districts in Inyo County. These programs include the Art Docent program, the Brummitt Taylor music program, Community Reads, Poetry Out Loud, musicians in the schools, organizing community art classes, after school programs, and coordinating small events associated with these programs. Coordinator will provide program progress reports to the Executive Director and the Inyo County Office of Education (ICOE).

#### **General Qualifications:**

- Ability to develop and present teacher/volunteer art workshops
- Good writing and verbal skills
- Ability to create flyers and brochures
- Willingness to occasionally travel and work extended /irregular hours
- Ability to be a team player and assist with other Arts Council events
- Knowledge of California K-12 Arts Standards, ability to develop lesson plans, and work with volunteers a plus

**Applications:** Please submit (1) a cover letter describing your interest and how you meet the aforementioned qualifications, (2) a resume that includes your contact information, and (3) at least two personal/job-related references. Cover letters and resumes will be screened by the interview committee from ICA and ICOE. Selected candidates will be contacted for the interview process.

Please email cover letter and resume to [info@inyo.org](mailto:info@inyo.org).