



Chicago Arts Partnerships in Education Program Coordinator

CAPE seeks a full-time Program Coordinator to provide logistical, administrative, and communications support for after school programming. The Program Coordinator serves as an important point of contact for teachers, teaching artists and school administrators involved in CAPE's after school program.

About CAPE

CAPE is a network of students, teachers, and artists collaborating on inquiry-driven investigations of academic contents and contemporary arts practices. Working together as Artist/Researchers, CAPE partners conduct ongoing collective dialogues and publicly share their work in exhibitions and online formats.

CAPE presently works in three school districts (Chicago; Park Forest-Chicago Heights; West Chicago). CAPE works in public, low-income neighborhood schools in Chicago and the suburbs.

Position Description

The Program Coordinator will regularly communicate with and update the Associate Director of Education on program activities and tasks and contribute to the organization in the following ways:

After School Program Support

- Maintain regular communications with schools, teachers, teaching artists, site coordinators/liasons related to programmatic, and administrative matters
- Conduct after school site visits and online classroom visits
- Provide support and consultation to teachers and teaching artists as needed
- Coordinate logistics for school sharings and public special events
- Design and manage online teacher documentation portfolios
- Prepare and collect contracts for teaching artists and CPS staff
- Maintain monthly timesheets for teachers and teaching artists
- Maintain and organize annual budget for each grant
- Organize and coordinate all art supplies and materials ordering and distribution to schools and classrooms
- Organize and coordinate school group field trips and busing logistics
- Coordinate logistics for and co-conceive exhibition and dissemination events with Associate Director of Education
- Design and lead exhibition field trip activities
- Design and produce materials as needed for exhibitions and special events
- Design and produce promotional materials for the CAPE after school program at each school
- Design and produce artists recruitment materials

Professional Development Support

- Schedule times and locations of professional development meetings for after school programs in coordination with Associate Director of Education
- Design and produce materials as needed for professional development meetings
- Order and coordinate food orders for professional development meetings and special events
- Plan and facilitate professional development meetings with Associate Director of Education

Requirements:

- Background in the arts with experience in education and/or administration.
 - Experience and/or specific interest in research.
 - Experience working with public schools and/or community arts organizations.
 - Bachelor degree required.
 - This position requires regular travel to multiple neighborhoods in the City of Chicago (Far Southeast side, Southwest side, Westside and Northside neighborhoods) as well as surrounding suburbs. Candidate must have their own vehicle.
 - Technological proficiency, including Google Apps Suite, Microsoft Office, and proficiency in graphic design and layout and basic video editing.
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- **Compensation:** Competitive, plus benefits
 - **Status:** Full time, 35 hours per week; some evenings and weekends required for meetings and special events
 - **Benefits:** Full-time employees are eligible for certain benefits, including access to health, dental, and long- and short-term disability insurance, 401k, etc.
 - **Location:** Based at the CAPE office with frequent travel to schools around the Chicagoland area
 - **Reports to:** Associate Director of Education

How to Apply:

Please send resume and cover letter in .pdf format to <https://forms.gle/TVJabMrAR41HWjYN9>

No calls will be accepted.

CAPE is an equal opportunity employer dedicated to a diverse and inclusive work environment. We welcome diverse applicants for all CAPE positions.