



**Acadiana Center
for the Arts**

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Lafayette, LA. 70501

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**Education Coordinator
Advertisement**

AcA seeks to hire a full-time, non-exempt Education Coordinator. Applications are due through the AcA's application portal by no later than August 17, 2025 at 11:59pm.

How to Apply: Applications must include a resume and cover letter, submitted through the online application portal, [located here](#).

About Us: Founded in 1975, the Acadiana Center for the Arts ("AcA") is a community-supported regional arts council that fosters art and culture in South Louisiana. Rooted in a cultural community that has made its mark on the world through food, music, and art, AcA aims to ensure that this living culture flourishes for generations to come. AcA aims to bring equitable access to the arts through intensive residency work in schools and supports fair compensation of artists. On average, AcA serves over 300,000 people annually and provides fair compensation to 2,700 artists. AcA supports the creation of new works of art, exhibits, festivals, performances, and public art across an eight-parish region that includes Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion Parishes.

Equal Opportunity Employer: AcA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Position Description: See attached



Job Title: Education Coordinator

Reports To: Education Director

Direct reports: None

Position Overview

A full-time, non-exempt employee, the Education Coordinator works to support arts in education programming across the eight-parish region to increase awareness of the value of the arts in our community and to meet the changing needs of various constituents.

Focus Area 1: Teaching Artist Support

Success Statement: Education Coordinator maintains excellent two-way communication with AcA's teaching artists across multiple programs.

Performance Standard:

- a. Communicate with AcA's teams of teaching artists on an ongoing basis regarding program needs.
- b. Assist with scheduling classroom sessions.
- c. Gather information from teaching artists for marketing and promotional purposes.
- d. Support teaching artist needs such as supply requests, paperwork, etc.
- e. Support teaching artist needs in visual and performing arts content knowledge.
- f. Work with the Education Manager in recruitment and onboarding of new teaching artists.

Focus Area 2: Program Coordination

Success Statement: Participant evaluations confirm that AcA's educational programs are properly managed to ensure value is delivered and to meet the changing needs of artists, teachers, administrators and the community.

Performance Standard:

- a. Order, inventory and maintain supplies for all Arts in Education programs.
- b. Assist with department activities and events (i.e. teacher workshops, Student Arts Expo, etc.).
- c. Assist other Education Coordinator with leading student field trips.
- d. Work with the Education Director and Performing Arts Director in booking in-school performances.
- e. Support visiting and local performing artists & attend and give feedback on performances.
- f. Support various Arts in Education programs as needed.
- g. Be present for education programs, as needed, including evenings, weekends, and holidays.

Focus Area 3: Workplace Relationships

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:

- a. Report to the Education Director.



- b. Communicate effectively and collaboratively with AcA team members to support the success of Arts-in-Education Programs.
- c. Manage task flow with the Education Director, teaching artist contractors, and all AcA program directors that rely on support from the Education department.
- d. Meet work swiftly and reliably, serving as a highly responsive partner to many outside stakeholders.
- e. Assist with special projects, as appropriate.

Qualifications

- Comfortable working in Mac OS environment, Google Suite, and elementary photography.
- Superior organizational skills are required.
- Enjoy working with artists with diverse backgrounds.
- Ability to work in an open office setting.
- Flexibility to work evenings and weekends, as needed.
- Ability to work well under time pressure.
- Passion for the role of arts in education.
- Must be a team player.
- Bachelor's degree is preferred.
- High school diploma is required.

Physical Demands & Work Environment:

As a program coordinator, this position is office-based requiring some physical labor and daily car-travel. Employees must occasionally lift and/or move up to 75 pounds, but in no case, lift over 110 pounds without assistance. Employees must have a valid driver's license and regular access to a vehicle. This information should not be construed as the position's exclusive standards. Performing other assigned duties is required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Employees are responsible for knowing and following all company policies and procedures and Federal, State, and Local governmental regulations including Environmental Health and Safety requirements while working and representing Acadiana Center for the Arts.

Salary Range: \$42,000-\$47,000