

<b>Job Title</b>	Education Specialist
<b>Employer/ Agency</b>	Performing Arts Houston
<b>Job Description</b>	<p>The Education Specialist is a detail-oriented, self-motivated team player who, as a contract employee, assists the Director of Education with the implementation of Performing Arts Houston's school programs, including the Collaborative Arts Project (CAP), the annual Student Art Contest, and various in-school drop-in programs. The Education Specialist must have excellent writing and organizational skills, knowledge of the Texas education system, and familiarity with and appreciation for the visual and performing arts.</p> <p><b>Specific Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Coordinate teaching artist recruitment and training.</li> <li>• Recruit new schools and communicate with teachers for both the Art Contest and CAP, in tandem with Director of Education.</li> <li>• Support Director of Education in the development and execution of two Art Contest Teacher Workshops.</li> <li>• Administer and track pre- and post-program CAP student surveys.</li> <li>• Coordinate evaluation of all school programs through surveys and one-on-one feedback with teaching artists.</li> <li>• Manage teaching artist assignments, including but not limited to: ensuring Performing Arts Houston materials reach students, supporting teaching artist schedules, lesson plan development, and curricular questions.</li> <li>• Facilitate logistical aspects of the Art Contest in tandem with Director of Education, including but not limited to: communicating with classroom teachers and parents via email, overseeing volunteer sorting and logging of artwork, supporting Art Contest judging and awards ceremony.</li> <li>• Schedule and coordinate logistics for artist engagements on school campuses, including but not limited to: student field trips to mainstage Performing Arts Houston performances, campus master classes and mini performances, and classroom visits with touring or local artists.</li> <li>• Other responsibilities as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• BA / BS degree with two or more years of classroom teaching and/or curriculum development</li> <li>• Knowledge of statewide and local education structure</li> <li>• Familiarity with TEKS preferred</li> <li>• Experience managing teaching artists preferred</li> <li>• Excellent verbal and written communication skills</li> <li>• Must have a valid driver's license and regular access to reliable transportation</li> <li>• Ability to lift and/or move approx. 30 pounds</li> </ul>
<b>Salary/Hours</b>	<p>\$20/hour, 15 hours per week M-F, agreed-upon flexible schedule, plus some evenings and weekends</p> <p>Under 6 month independent contract with opportunity to renew</p>
<b>Address</b>	Jones Hall 615 Louisiana Street, Suite 100 Houston, TX 77002
<b>Application Method</b>	<p>A cover letter is required for consideration for this position and should be included along with the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.</p> <p>Applications will be accepted through email to <a href="mailto:employment@performingarthouston.org">employment@performingarthouston.org</a></p>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.