



## PROGRAM COORDINATOR - ARTSPARKS FOUNDATION

**ArtSparks Foundation** is an educational not-for-profit organization that works to support the development of 21<sup>st</sup> century learning and life skills in children, particularly children from under-served communities. ArtSparks also supports the professional development of teachers/facilitators, encouraging them to reflect on their teaching practice, and explore new ways to enrich their students learning.

### **What We Do?**

At ArtSparks, we believe that a great education should equip children with skills to handle life's complexities—skills such as problem solving, flexible thinking, creative risk-taking, perseverance, collaboration, communication, and so much more. We believe that creativity is a critically important skill for the future with far reaching benefits. And, that visual art & design provide rich and diverse opportunities to help foster meaningful learning. Through our programs, we create vibrant opportunities for learning, through the arts, that help develop essential 21<sup>st</sup> century learning and life skills in children, Grades 1-8. And, we help build the capacity of teachers/facilitators to create more enriched learning environments for their students.

### Why 21<sup>st</sup> Century Learning & Life Skills?

"21st century learning skills are increasingly being recognized as the skills that separate students who are prepared for increasingly complex life and work environments in the 21st century, and those who are not" (Partnership for 21<sup>st</sup> Century Learning). In an age where change is the only constant, understanding and applying 21st century learning skills allows children to be adaptive and innovative in responding to new demands and changing circumstances. Life skills on the other hand form the core of children's social and emotional wellbeing. And, the extent to which children are able to apply them can determine how well they adjust and respond to life's myriad experiences. These skills must be nurtured within students.

### Why Creativity?

Creativity is recognized as one of the most important skills for the next generation. Its value reaches well beyond the arts to affect every discipline and numerous industries. The ability to dream, take chances, and create the things we imagine. These are the skills of entrepreneurs, innovators, and changemakers. Children are born with these exceptional abilities, but research shows that over time they begin to lose them. We must offer rich opportunities that keep children's natural creativity alive.

### Why Visual Art & Design?

Research indicates that robust art & design education contributes to the development of valuable thinking skills and attitudes whose benefits extend well beyond the art room (Harvard University; Wallace Foundation). The ability to pose questions, test ideas, take creative risks, solve problems, think flexibly, deal with ambiguity, collaborate effectively, are just some of the many skills and attitudes that are developed and strengthened through engagements with art. Involvement in the arts is also associated with gains in critical thinking and communication skills. Beyond this arts learning helps improve motivation, concentration, confidence, and teamwork. In fact, studies show that students with high involvement in the arts, particularly those from low-income communities, stay longer and perform better in schools in comparison to those that receive no arts education.

ArtSparks Foundation presently runs its school-based programs primarily within Govt. schools across Bangalore and beyond. In the 2018-19 school year, ArtSparks has served approximately 3000 students. And, since our inception, ArtSparks has worked with over 250 teachers.

To learn more about ArtSparks, please visit: [www.art-sparks.org](http://www.art-sparks.org) | [facebook.com/artsparksfoundation/](https://facebook.com/artsparksfoundation/)



## **JOB DESCRIPTION**

**Role:** Program Coordinator (Full-Time)

**Purpose:** The primary purpose of this role is to provide administrative, logistical, clerical, and field support for ArtSparks Foundation's programs, primarily the Creative Learning Lab (CLL) program. And, to serve as a liaison between ArtSparks and its schools, facilitators, partners, and other parties/stakeholders.

### **Key Responsibilities:**

*(Include but are not limited to)*

- Assist Program Manager in conducting outreach to identify new schools for CLL program expansion
- Coordinate and support planning and execution of:
  - Creative Learning Lab program within Govt. schools (new and returning)
  - Community outreach and Lab facilitator recruitment efforts
  - Facilitator and volunteer trainings
  - Other trainings (i.e. teacher PD's; EdSparks Collective)
- Apply for and gather necessary permissions from local education officials
- Order and prepare supplies for school sites and coordinate their delivery
- Regularly collect program data from the field, and enter and update records
- Prepare documentation and ensure timely submission of reports and other deliverables
- Assist Program Manager with monitoring, evaluation and assessment efforts
- Organize events related to the Creative Learning Lab program
- Assist in conducting experiential arts-based sessions with children, if necessary
- Other tasks as assigned

### **Education & Experience:**

- Graduate or post-graduate degree (Education, Psychology, or Social Work preferable)
- 1-2 years of work experience (prior work with children from underserved communities through schools or an NGO is an advantage)
- Experience coordinating program logistics and teams is preferred

### **Competencies:**

- Possess excellent coordination and strong communication skills
- Possess the ability to influence and motivate people to work towards a common goal
- Possess a deep sense of integrity as well as personal responsibility and commitment towards your work as an education administrator working within marginalized communities
- Be self-motivated and proactive in taking initiative
- Be resilient with a can do attitude, possessing the ability to adapt and innovate in challenging situations
- Possess excellent planning, organizational and multi-tasking skills. Possess the ability to efficiently handle multiple projects and priorities in a timely manner
- Possess excellent attention to detail, and be skilled at following up
- Possess an energetic and sunny personality with a genuine interest in working within schools
- Possess patience and a deep understanding that educational change takes time and effort
- Proficient in using Microsoft Word, Excel, and PowerPoint
- Fluent in English. Proficiency in report writing in English is an asset
- Good grasp of spoken Kannada



**Location**

Travel to different school sites within central Bangalore and the outer boroughs of Bangalore.

**Compensation:**

Salary will be commensurate with current market standards and candidate's prior experience.

**Application:**

We're looking for a dynamic and passionate individual to be part of our core team. Someone capable of rolling up their sleeves and actively coordinating various aspects of programming at our school sites. If this is you, and you're passionate about serving children, believing that they deserve an education that unlocks their creative potential, this is the place for you. We believe that great people with shared enthusiasm, commitment, and hard work, can achieve wonderful things.

To apply please email both a **cover letter** and **resume** to **employment@art-sparks.org**. In your cover letter, please mention that you are applying for the Program Coordinator position, and share why you think you would be a good fit for this position.