



Teen Programs Coordinator

Artpace nurtures the freedom to dream. We support the creative process and engage audiences with the most innovative art and artists from around the world. Since 1995, Artpace has welcomed more than 200 resident artists and commissioned significant artworks that would otherwise not exist. Our residencies, exhibitions, and education programs nurture the creative expression of emerging and established artists, while actively engaging youth and adult audiences.

Artpace's education programs focus on high school and college students to offer contemporary art programming that challenges students to think critically and creatively about their own lives and the world around them. Our Teen Council program is nationally recognized and aims to embolden teens to become leaders in their community, sparking a dialogue around contemporary art and social issues through the creation of artist-led projects and teen-centered events. Our university internship program gives students the opportunity to gain professional skills in the arts through meaningful projects, working alongside Artpace staff and artists.

Job Responsibilities:

- Work under the direction of Director of Programs & Exhibitions to develop programs including the Teen Council and teen events
- Facilitate Artpace Teen Council meetings; meetings take place during the school year on Tuesday evenings from 5pm-7pm
- Plan and implement curriculum for Teen Council meetings
- Coordinate programs for area high school students including collaborations and events with Artpace artists as well as outside organizations
- Cultivate and maintain professional relationships with high schools for participation in Artpace programs
- Lead occasional tours for teen groups
- Coordinate administrative tasks related to recruitment, orientation, attendance logs, payroll, and program evaluations for Teen Council
- Provide teen related content to Communications for website, blog, newsletter, and social media
- Other programs and duties as assigned

Skills, Knowledge, and Abilities:

- Team player with a sense of humor and positive outlook
- Passion for and knowledge of contemporary art
- Experience working with teens; classroom management skills
- Experience working with artists
- Excellent verbal and written communication skills and interpersonal skills
- Strong attention to detail and excellent organizational skills
- Willingness to experiment with new program design, based on participant feedback
- Able to handle many activities and projects simultaneously
- Aptitude in MS Office programs including Word, PowerPoint, and Excel
- Flexibility to work evenings and weekends

Education:

- B.A. in art, education, or humanities
- 1-3 years experience

Compensation:

- 15-20 hours per week at \$18/hour; flexible schedule
 - Must work Tuesdays 1:30-7:30pm for Teen Council meetings September-May
 - Must attend monthly all-staff meetings on first Fridays

Start Date:

- Immediate; open until filled

Please send cover letter, resume, and at least two references to:

- Taylor Bates, Director of Programs and Exhibitions
- tbates@artpace.org

Artpace San Antonio provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.