

## **Outreach Assistant**

### **JOB DESCRIPTION**

**Updated July 26, 2010**

#### **Position Overview:**

The Outreach Assistant works with the Executive Director to develop, coordinate and implement Outreach programming and to increase programming and participation as funding allows. Candidate must have excellent computer/Internet skills, writing skills, phone skills, people skills, and enjoy working with children of all ages, the disabled and other generally underserved populations. Grant writing capabilities are a plus. Artistic background helpful but not required. Some nights and weekends required. Must have current Oklahoma Drivers License, vehicle liability insurance and good driving record.

#### **Specific duties include but are not limited to:**

- Insure attendance at Outreach concerts. This includes inviting all schools in south central Oklahoma. Rotate schools so as to insure all schools have equal opportunity to attend.
- Coordinate the publicity and promotion of Outreach Programs to schools and community groups, including the underserved populations in south central Oklahoma.
- Coordinate efforts to expand the Center's Outreach by initiating programs that bring schools, after-school groups and other underserved populations for performances, dance classes, Art Studios workshops, exhibit gallery walks and other special events.
- Work with the Executive Director to initiate and seek funding to support the Outreach Program. This includes but is not limited to grant research and grant writing.
- Work closely with schools in south central Oklahoma during the Annual All Schools event. Invite attendees in a timely manner, work with Director to pick judge(s), order award ribbons, keep accurate records, organize the receptions, attend the receptions, and work closely with Goddard Marketing Department to get all winners names spelled correctly and into the appropriate newspapers in a timely manner.
- Develop and keep current a database of teachers, educators, professional and community organizations with an interest in Art Education.
- Work with the Center's Graphic Artist to develop brochures and other public relation materials as it relates to Outreach.
- Responsible for accuracy in Center's Art Education Outreach Webpages.
- Assist with other Goddard Events as needed. This might include Exhibit assistance, Performances, Receptions, Fundraisers and other special events.
- Attend Staff Meetings