

TITLE: Youth Arts Education Coordinator
REPORTS TO: Programs Manager
COMPENSATION: \$15,000 stipend
SCHEDULE: Three month contract; approximately 20-30 hours per week; schedule agreed upon via email.

POSITION DESCRIPTION

The Youth Arts Education Coordinator is a temporary contract position hired to conduct research, including interviews and focus groups that support in formulating a youth arts education program plan that aligns with Headlands' mission. Headlands has received a planning grant for potential education programs and is seeking expertise to implement these future programs.

RESPONSIBILITIES

Phase I: Research & Framework

- Interview relevant Headlands staff members, board members, current and alumni artists to learn about Headlands programs.
- Identify potential program partners (environmental organizations, fellow arts institutions and museums, park partners, and in-kind supporters) that may have interest in working with Headlands on youth programs.
- Conduct research on current accessibility of Headlands' programs, identify goals, and ways access can be increased for youth.
- Develop a few program ideas to pitch to potential program participants for feedback and refinement.

Phase II: Partnership & Service

- Reach out to potential program participants (parents, school administrators, and teachers) in order to learn about the types of programming that could support the youth they serve, particularly in how the programming might support underserved youth
- Conduct interviews 1:1 and in groups with parents, school administrators, and teachers as appropriate.
- Ensure Headlands can comply with any rules and regulations that are required by educational institutions and partners.
- Formulate program intentions and outcomes with stakeholders.
 - Target audience
 - Structure and format
 - What are impact targets? How will they be evaluated?
 - How is feedback received and followed up on?

Phase III: Production & Follow Up

- Produce a template lesson plan, curriculum, or structure through which Headlands can produce a youth education program.
- Coordinate, produce, and execute two to three pilot program days hosted at Headlands (budget provided).
- Survey program participants or otherwise evaluate success of pilot programs to provide Headlands with key takeaways.



POSITION REQUIREMENTS

- Experience working in education and youth arts programs is required.
- Able to organize, plan for, and complete multiple tasks with close attention to detail and prioritization to meet shifting deadlines.
- Customer service oriented disposition. Comfort with approaching and interacting with donors, institutional funders, and Board members.
- Demonstrated awareness, experience, and competence in working with a diverse, multi-racial, multicultural, and varied socio-economic environment.
- Experience with or willingness to learn about diversity, equity, inclusion, and accessibility initiatives.
- Comfort working independently and with a team; a self-starter.
- Proficiency in database management, Google and Microsoft Office Suite, and other computer software skills as required. Salesforce experience is a plus.
- Interest in and familiarity with contemporary art is a plus.
- Excellent written and verbal communications and presentation skills.
- Excellent interpersonal communications and collaboration skills.
- Desire to work in a highly dynamic, entrepreneurial environment.
- Frequently required to talk and hear; stand; walk; use hands to handle or feel; reach with hands and arms
- Must be able to stand for extended periods of time
- Must be able to lift up to 25 lbs.
- Due to our Marin Headlands location, reliable vehicle access is required.

TO APPLY

Headlands Center for the Arts is committed to a diverse and pluralistic workplace. Interested candidates should email a single PDF attachment that includes both a cover letter and resume to jobs@headlands.org. The subject line of your email should be "Youth Arts Coordinator/Your Name"

Review of applications will begin September 9, 2026 and continue until the position is filled. Please note that due to the volume of applicants, only candidates who will be invited to interview will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Headlands is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns. Headlands makes decisions based on the merits of each candidate.

Headlands Center for the Arts prohibits discrimination based on an individual's race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, the intersection of two or more protected characteristics, or any other basis protected by law. The Headlands will afford

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equal employment opportunities to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.