



Young
Audiences
Arts for
Learning
Maryland

Residency Coordinator

Organization Description:

Young Audiences/Arts for Learning is a nonprofit organization that has been bringing the arts into the lives and education of Maryland's youth for 58 years. Annually we serve 250,000 students, educators, families and artists through 2800 programs across the state.

Job Description:

The Residency Coordinator will act as a liaison between schools, artists, and community organizations to schedule all Young Audiences' artist in residence programs. This is a full-time position which reports to the Executive Director. Pay will be commensurate with experience and we offer a competitive benefits package.

Requirements: The person in this position plays a key role in the organization, and the position requires a passion for arts education, excellent organization, leadership, and communication skills. Candidate needs to have strong customer service skills, be extremely detail-oriented, and be skilled with budgeting. Data entry/computer experience is required. The ideal candidate will either have classroom teaching experience or experience as a teaching artist working in schools. College degree or equivalent experience required.

Responsibilities Include:

- Fielding all residency inquiries and facilitating the planning and scheduling process between artists, schools and community based organizations
- Create, manage and report residency budgets
- Manage all paperwork related to state funded residencies and ensure their timely and accurate submission
- Assist schools in applying for state funded residencies
- Attend residency planning and evaluation meetings in the community
- Work with program committee and education director to audition and annually evaluate residency artists and programs to ensure excellence
- Entering all residency-related data into scheduling software and work with development department to report residency outcomes to funders
- Work with Executive Director to streamline the planning, implementing, evaluating and reporting of the residency program
- Representing YA at select showcases throughout the year.
- Working with the YA staff as needed on special projects

To apply: Send cover letter and resume: Megan Wills, Young Audiences/Arts for Learning, 927 North Calvert Street, Baltimore, MD 21202, FAX: 410.837.7579, or EMAIL: megan@yamd.org