

# **Young Audiences of Massachusetts, Inc.**

## **Seeking Full Time Program Coordinator**

89 South Street, Suite 603  
Boston, MA 02111  
[yamass.org](http://yamass.org)

### **Position Summary:**

This full-time position provides an opportunity for an outgoing, detail oriented individual to play a key role in Massachusetts' only statewide youth arts learning organization. Part of the growing program team, the Program Coordinator works with 200+ arts enrichment coordinators annually to schedule Pre-K – 12 arts learning programs in schools, libraries, museums, and camps handling all activities related to scheduling and contracting YAMA arts learning programs at those venues.

### **Job Description:**

- Main contact for the scheduling and logistics for YAMA programs consulting with schools and community organizations to help them select programs that best address their needs.
- Responsible for regular proactive outreach to and communication with both active and inactive accounts.
- Communicates logistics & background information of engagements to YAMA artists to ensure positive experience for all
- Solicits program evaluation data, testimonials, photos from schools & arts coordinators
- Supports organization's social media and digital marketing program
- Supports the Finance Manager with artist financial information and school payment information
- Assists with special projects, events, and organizational support as assigned by the Executive Director

### **We're Looking For:**

- Massachusetts based, outgoing, results oriented sales and customer service associate
- Demonstrated ability to multitask, prioritize, and self-direct amidst a high volume of requests
- Exceptional organizational and problem-solving skills with attention to detail
- Strong computer skills: this position will require use of the Salesforce CRM and knowledge of social media platforms
- Experience building organizational social media channels and awareness of trends
- Passion for the arts and the education of children

**Salary** range \$40,000 -42,000

Benefits include health, dental, retirement, paid holidays and vacation. Remote work environment as well as office space at the NPC, 89 South Street, Suite 603 Boston, MA 02111

### **How To Apply:**

Please send your resume, cover letter, salary requirement, and three references to Julie McConchie, Executive Director at [jfmconchie@yamass.org](mailto:jfmconchie@yamass.org). NO PHONE CALLS PLEASE.

Young Audiences of MA is an Equal Opportunity Employer and is committed to building a diverse, inclusive staff.

**About Young Audiences:**

Young Audiences of Massachusetts (YAMA) is an arts education non-profit that brings the region's best performing and teaching artists to schools, libraries, museums, community centers, hospitals, homeless shelters and other learning and healing centers throughout the Commonwealth.

Founded in 1962, YAMA's mission is to educate, inspire and empower the youth of Massachusetts through the arts. We believe that arts are an essential component of both formal education and youth development, and that every child, regardless of background, talents or special needs, deserves access to the rich educational opportunities inherent to arts learning.

We reach more than 120,000 students each year with impactful arts learning through performances, hands-on workshops and in depth-artist residencies in dance, music, theater, storytelling, and visual arts.