



## PROGRAM COORDINATOR AT ARTSPARKS FOUNDATION

**ArtSparks Foundation** is an educational not-for-profit organization that works to support the creative, cognitive, social, and emotional development of children, particularly children from under-served communities. ArtSparks also supports the professional development of classroom teachers, encouraging them to reflect on their teaching practice, and explore new ways to enrich their students learning.

### **What Do We Do?**

At ArtSparks, we believe that a great education should equip children with skills to handle life's complexities—skills such as problem solving, flexible thinking, creative risk-taking, perseverance, collaboration, communication, and so much more. We believe that creativity is a critically important skill for the future with far reaching benefits. And, that visual art & design provide rich and diverse opportunities to help foster meaningful learning. Through our programs, we create vibrant opportunities for learning that help develop essential 21<sup>st</sup> century learning and life skills in children. And, we help build the capacity of teachers to create more vibrant opportunities for learning in their own classrooms.

ArtSparks Foundation presently runs its school-based programs within schools across Bangalore, as well as Kolar, Tumkur, and Hosur. We currently work with 14 schools, and serve approximately 2000 children.

To know more about ArtSparks, please visit us online: [www.art-sparks.org](http://www.art-sparks.org) | [facebook.com/artsparksfoundation/](https://facebook.com/artsparksfoundation/)

### **Why 21<sup>st</sup> Century Learning & Life Skills?**

"21st century learning skills are increasingly being recognized as the skills that separate students who are prepared for increasingly complex life and work environments in the 21st century, and those who are not" (P21's Framework for 21st Century Learning). In an age where change is the only constant, understanding and applying 21st century learning skills allows children to be adaptive and innovative in responding to new demands and changing circumstances. Life skills on the other hand form the core of children's social and emotional wellbeing. And, the extent to which children are able to apply them can determine how well they adjust and respond to life's myriad experiences. These skills must be nurtured within students.

### **Why Creativity?**

Creativity is recognized as one of the most important skills for the next generation. Its value reaches well beyond the arts to affect every discipline and numerous industries. The ability to dream, take chances, and create the things we imagine. These are the skills of entrepreneurs, innovators, and change makers. Children are born with these exceptional abilities, but research shows that over time they begin to lose them. We must offer rich opportunities that keep children's natural creativity alive.

### **Why Visual Art & Design?**

Research indicates that robust art & design education contributes to the development of valuable thinking skills and attitudes whose benefits extend well beyond the art room (Harvard, 2009). The ability to pose questions, test ideas, take creative risks, solve problems, think flexibly, deal with ambiguity, collaborate effectively, are just some of the many skills and attitudes that are developed and strengthened through engagements with art. Involvement in the arts is also associated with gains in critical thinking and communication skills. Beyond this arts learning helps improve motivation, concentration, confidence, and teamwork. In fact, studies show that students with high involvement in the arts, particularly those from low-income communities, stay longer and perform better in schools in comparison to those that receive no arts education.



## **JOB DESCRIPTION**

**Role:** Program Coordinator (Full-Time)

**Purpose:** The primary purpose of this role is to provide administrative, logistical, clerical, and field support for ArtSparks Foundation's programs. And, to serve as a liaison between ArtSparks and its schools, partners, facilitators, volunteers, and other parties/stakeholders.

### **Key Responsibilities:**

- Coordinate and support planning and execution of:
  - Creative Learning Labs
  - Recruitment and training efforts
  - Exhibitions and other events
  - Other training programs (e.g. teacher PD's; EdSparks Collective)
- Data entry, upkeep of records, and preparation of documentation
- Assist Program Manager with monitoring & evaluation, as well as assessment and reporting
- Order and prepare supplies for school sites and coordinate their delivery
- Assist in conducting experiential arts-based sessions with children, when necessary
- Other program-related tasks as assigned

### **Must Have:**

- A minimum of an undergraduate degree in any discipline (Education, Psychology, or Social Work preferable)
- Minimum 1-2 years work experience (prior work with children from underserved communities is an advantage)
- Experience coordinating programs and teams
- Sunny disposition with a genuine commitment to working towards enriching children's education
- Great organizational skills and attention to detail
- Ability to work independently and effectively while juggling multiple tasks
- Ability to collaborate and cooperate with others
- Good written and oral communication skills (in English)
- Proficiency in using Microsoft Word, Excel, and PowerPoint

### **Nice to Have:**

- Knowledge of spoken Kannada

### **Location**

Bangalore. Travel to different school sites, within Bangalore, and occasionally the outskirts of Bangalore.

### **Compensation:**

Salary will be commensurate with current market standards and candidate's prior experience.

### **Application:**

If you are passionate about serving children and believe that they deserve an education that unlocks their creative potential, this is the place for you. We believe that great people with shared enthusiasm, commitment, and hard work, can achieve wonderful things.

To apply: email a **cover letter** and **resume** to **employment@art-sparks.org**. In the cover letter, please share why you think you'd be a good fit for this position. Only applications with cover letters & resumes will be considered.