

## Education Outreach Coordinator at the Dahl Arts Center

**Organization:** Rapid City Arts Council  
**Location:** Dahl Arts Center, Rapid City, South Dakota  
**Type of Position:** Part-Time Hourly, approximately 20 hours per week  
**Date Posted:** 8/29/23  
**Date Needed:** ASAP

### About Rapid City Arts Council & Dahl Arts Center

The Rapid City Arts Council (RCAC) brings the arts and people together. Our mission is to champion inclusive, innovative and inspiring arts opportunities to enrich the communities we serve. RCAC is a nonprofit arts organization that supports artists and fosters the creation, accessibility, and understanding of the arts for diverse audiences through exhibitions, events and educational programs. RCAC has managed the public Dahl Arts Center (the Dahl) since it opened in 1974. The Dahl now serves as Western South Dakota's premier hub for the arts. The Dahl houses five art galleries, an event center, and an education complex, which is a hub of arts education for people of all ages and abilities. Learn more: [www.rapidcityartscouncil.org](http://www.rapidcityartscouncil.org) & [www.thedahl.org](http://www.thedahl.org)

RCAC is seeking applicants for an Outreach Coordinator position with the Arts Education program who is dedicated to increasing awareness of RCAC programs in the community and engaging more Rapid City youth in arts education programs.

### About the Education Outreach Coordinator

The Education Outreach Coordinator will spearhead the engagement of Rapid City's youth, specifically between ages 10-17, in arts education programs. This role is paramount in driving awareness, particularly in underserved communities, and in bolstering the overall impact of the arts in our young population.

### Primary Duties

- Collaborate with the Education team to curate an outreach strategy in line with program goals.
- Direct and manage outreach activities targeting the engagement of Rapid City youth, with an emphasis on those in underserved communities.
- Formulate and maintain contacts with parents, educators, and other stakeholders.
- Drive inclusion and ensure equitable opportunities for diverse youth in our arts education programming.
- Collaborate with the Marketing team to design promotional materials that support outreach objectives.
- Establish, nurture, and maintain partnerships with local schools, youth groups, community hubs, and other stakeholders.
- Organize outreach-centric events, workshops, and presentations.
- Oversee budgeting for outreach programs and ensure all activities are in line with the set budget.
- Develop and track metrics to measure outreach success and make periodic reports to the management.
- Facilitate student enrollment and provide feedback on potential improvements.
- Partner with businesses, organizations, and artists to boost the visibility of our youth arts programs and drive funding.
- *Other duties as assigned.*

This role will report directly to RCAC's Education Director and will be given a significant degree of autonomy to craft plans and strategies.

### **Valuable Skills & Qualifications**

A blend of education and professional experience that equips the candidate with the necessary skills for this role.

- A minimum of 3 years of relevant work experience is required.
- Degree or professional experience in marketing, communications, or a related domain.
- Previous experience in outreach or community engagement, preferably focused on youth or arts.
- Stellar communication and interpersonal skills.
- Adept organizational and project management abilities.
- A keen understanding of local communities and their unique needs, with an emphasis on cultural diversity.
- Ability to seamlessly work both independently and as a team member.
- Experience in teaching and knowledge of art education initiatives are a plus.
- An unyielding passion for nurturing youth and advocating for the transformative power of arts.

**Compensation:** \$17-\$19/hour based on experience and qualifications.

### **How to Apply / Contact**

Interested candidates are encouraged to apply by September 12, 2023.

Please ensure all application materials are submitted to [admin@thedahl.org](mailto:admin@thedahl.org)

(1) Include "Outreach Coordinator" in the subject line, and

(2) Tell us why you want this job in the body of the email.

OR apply via the post on Indeed.

[Education Outreach Coordinator - Rapid City, SD 57701 - Indeed.com](#)

Successful candidates will be contacted for an interview.

No calls please.

### **We are An Equal Opportunity Employer of Creative Individuals**

The RCAC is committed to equal employment opportunities. We do not discriminate based on any classification protected by applicable federal, state, or local law, including but not limited to sex, race, religion, color, national origin, ancestry, creed, gender, pregnancy, age, genetic information, military status, gender identity, sexual orientation, disability, or on any other basis that would be in violation of any applicable federal, state, or local law. This applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits. We make reasonable accommodations for known physical or mental disabilities of qualified job applicants or employees to allow them to perform essential job duties.