



Academic School Year 2022-2023



## Production Coordinator for Statewide Engagement

**Division or Department:** NOCCA Student Services

**Level or Grade:** High School or Secondary Education

**Position or Type:** FULL TIME

**Contact Hours:** 40 hours per week

**THIS POSITION HAS ONLY BEEN FUNDED FOR ONE SCHOOL YEAR.**

**Reports to:** Director of Admissions and Student Services

**Salary:** \$60,000- \$70,000 Commensurate with experience

**Anticipated Start Date:** Sep 6, 2022

**End Date of Contract:** Aug 30, 2023

### GENERAL DESCRIPTION

NOCCA **Statewide Ambassador Coordinator**, to act as and support students across the state of Louisiana through arts education and enrichment, especially those of greatest need and/or who have faced loss of education accessibility because of COVID.

The ideal candidate would be well versed in regional, state and local arts organizations, including those who are for profit, non-profit as well as educational resources and independent arts and management identities. This candidate should have a strong connection to arts education and be able to travel throughout the state.

Successful applicants will have dedication to a continuing commitment of innovation, integration and adaptability of ever-evolving technologies into arts education and curriculum delivery. Commitment to diversity, equity, and inclusion and a demonstrated ability to work with a diverse body of statewide students and statewide contacts.

Also successful applicants will have imagination, vision, and deep-rooted passion for spanning traditional boundaries among all arts disciplines. As mentors to students, applicants must model integrity, fairness, flexibility, and high ethical standards. An enthusiasm for working in a dynamic, fast-paced environment that is characterized by continuous growth is critical.

This position has been created to support students across the state to help make up for lost arts access during COVID and to expose them to high quality art instruction and training that are not necessarily available in all areas of the state.

Be respectful of the 50 rich years of NOCCA history and be able to communicate the mission, values and opportunities that NOCCA is able to provide with a wide range of audiences.

## **JOB DUTIES**

- Collect contact information for statewide resources on behalf of NOCCA
- Gather site information throughout the state about possible sites for future NOCCA recruiting, auditions and possible summer programming
- Develop a strategic plan outlining tangible locations for NOCCA presentations and master classes throughout the state
- Create a working database of arts organizations and the contact info for future NOCCA outreach
- Develop strategic methods of advertising statewide to launch a new statewide arts education plan under the NOCCA umbrella
- Be a voice for the NOCCA mission statewide
- Provide administrative support to the campus as needed
- Assist with program development and planning for a comprehensive and successful statewide arts training initiative for all high school age students with partners throughout the state
- Strategize on resources to promote and scale statewide arts education
- Reviews written and electronic correspondence and receives telephone calls related to sensitive and confidential matters and contacts the appropriate staff for action
- Works with all levels of external stakeholders, such as faculty, DPS, NOCCA Foundation, parents, students externals to include vendors to ensure that NOCCA's commitment to being an arts conservatory high school is first and foremost at the highest level of integrity
- Assists with special projects both on campus and off campus and assumes responsibility for the development, administration and promotion of specific projects as required
- Focusing on new program offerings targeted to a state wide audience of eligible high school students to help them gain access to quality arts education that has been reduced by the recent pandemic

## **QUALIFICATIONS**

- Demonstrated history of working effectively with diverse individuals
- Ability to communicate well, both orally and in writing
- Strong organizational skills and a commitment to excellence in all things presented
- Ability to work independently with little supervision to achieve goals of the agency
- Maintain a high level of time management skills for meetings, deadlines and the ever-changing landscape of arts education in Louisiana
- Demonstrate a professional attitude when representing the agency with current or new stakeholders
- Proficiency in all major information management systems (Google Suite, Microsoft, Powerschool) and be able to use all levels of data collection to make informed recommendations and decisions

## **PREFERRED EXPERIENCE**

Qualified candidates for the NOCCA Production Coordinator for Statewide Engagement will possess a growth mindset and a history propelling the success of students with different backgrounds from around the state. Attention to detail, ability to analyze data, and manage systems are essential. All candidates must demonstrate an ability to build relationships and communicate artistically, effectively and compellingly in an appropriate school environment.

## **EDUCATION**

A college degree (undergraduate or equivalent work experience)

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This is a position that includes all benefits afforded to Louisiana State employees including a choice of one of five Medical benefit plans with options of additional supplemental insurance plans. The NOCCA Calendar of approved holidays will be followed as a template for the work schedule. This position also qualifies for participation in the Louisiana State Teachers' Retirement plan.

NOCCA is committed to an equitable and inclusive program and a diverse faculty, staff, and student body. Candidates from diverse backgrounds are therefore especially encouraged to apply.

Please submit letters of interest with resumé and contact information for three references by using the link here [Production Coordinator application](#)

OR

mail your submission to:

### **NOCCA Production Coordinator for Statewide Engagement**

ATTN: Human Resources Department

2800 Chartres Street

New Orleans, LA 70117

### **NOCCA Vision**

*We believe in the transformative power of the arts. We aspire to create an educational community that nurtures and challenges young people to become more curious, kind, empathetic, engaged, and willing to grapple with complex problems in order to create a just, sustainable, and joyful world.*

### **NOCCA Mission**

*NOCCA's mission is to provide a world-class, pre-professional arts education for every young person in Louisiana with the curiosity, creativity, talent and motivation to pursue a life in the arts as they realize the best possible versions of themselves and their futures.*

**NOCCA Equity Definition:**

- *Equity is fairness in action for all.*
- *Equity is valuing diversity and fairness through actions, systems, and policies. Equity is more than intention. It seeks to undo systemic injustices.*
- *Equity means that everyone is offered what they individually need in order to succeed. Equity does not mean everyone receives the same things in the same way.*
- *Equity within NOCCA means that each member of the community feels safe, supported, and respected.*

**COVID RESPONSE**

NOCCA expects the campus community to adhere to the outlined protocol to help minimize the risks and protect the well-being of our family. Our current vaccination rate for NOCCA employees is 96%. The best way to protect our community, and to ensure continuity in learning on campus is to be vaccinated, physically distancing whenever possible, wear face coverings at all times and monitor any symptoms of illness closely. NOCCA employees who have been vaccinated are required to provide proof of vaccination or must follow the process set for unvaccinated employees in quarantining.