

SANCA is hiring

Professional Preparatory Program (P3) Coordinator School of Acrobatics and New Circus Arts

5 to 10 hrs/week, Pay rate DOE

Begin in mid August, active through end of academic year annually.

Reports to: Program Director

Job Duties and Responsibilities:

- Send weekly newsletter
- coordinate instructor meetings
- with P3 coaches, help create training schedule
- reserve training space
- potentially help recruit coaches
- liaison between students and coaches
- liaison between program and administrative staff
- field P3 inquiries, etc. via p3@sancaseattle.org email (must be checked daily, weekdays)
- coordinate with SANCA web designer to ensure P3 is properly represented online

Qualifications:

The ideal candidate would

- Have the ability to provide outstanding customer service and communicate effectively and professionally, including current and prospective students, parents, and coaches.
- Have familiarity with general circus terms and skills, and with local circus community a bonus.
- Have strong writing, analytical and problem solving skills.
- Have the ability to work well alone and as part of a team.
- Be organized, detail-oriented, able to juggle competing priorities.

Previous administrative experienced preferred

Interested applicants should email a resume to: Kari Hunter, current P3 Manager: p3@sancaseattle.org