



Title: Arts Education Associate
Reports to: Arts Education Program Manager
Job Type: Full time, non-exempt
Salary range: \$60,000 to \$62,000

Mission:

Seattle Arts & Lectures (SAL) cultivates transformative experiences through story and language with readers and writers of all generations.

We invite you to join our fun, book-loving team of 16 to fulfill the mission of SAL as our Arts Education Associate. SAL offers thoughtfully curated experiences through programs that are intergenerational in nature, bolstering both emerging and established literary artists, and inviting change and new perspectives in our audience. We believe these activities are essential to continuously and courageously revitalize equity, justice, and belonging. Our work both internally and externally is guided by our core values: joy, equity, curiosity, community, and accessibility.

Organizational Overview:

SAL champions the literary arts by engaging and inspiring readers and writers of all generations in the greater Puget Sound region. Through public literary events, arts education programs, and community partnerships, SAL brings people together around the power of words and ideas. Since launching our first season in 1988, we have brought leading writers and thinkers to Seattle while investing deeply in the region's literary community. Through our Public Programs and Arts Education Programs, we connect readers, writers, youth, families, and educators with the power of storytelling. Each year, over 33,000 audience members and 6,000 students participate in programs designed to inspire curiosity, creativity, and connection.

Inclusion, Diversity, Equity, & Access:

All staff actively participate in SAL's ongoing efforts to become an anti-racist organization and embody an organizational culture that supports and reinforces our inclusion, diversity, equity & access goals. SAL's Equity Accountability Reports are available on the SAL website under "About." This commitment and understanding should be demonstrated throughout the performance of the Arts Education Associate responsibilities and staff activities.

Position Overview:

The Arts Education Associate is a vital member of our Arts Education team. They provide hands-on support to key constituents and are essential in maintaining internal documents and databases that allow for the smooth operation of all arts education programs. The ideal candidate is a detail-oriented, highly organized, computer savvy, joyful human who can confidently work independently as well as in collaboration with others. The Arts Education Associate will report to the Arts Education Program Manager and is a part of a four-person department.

Responsibilities:

Program Support – Schools, Educators, Youth and Families (35%)

- Regularly communicate with schools and educators about opportunities for attending public programs events.
- Regularly communicate with youth and families about public reading opportunities, inclusive of opening SAL's public programs events (and work with the Box Office to coordinate complimentary tickets).
- Coordinate with the Box Office on complimentary tickets.
- Coordinate WITS liaisons to support student readers at public programs events.
- Maintain accurate and timely records related to school contracts, planning meetings, program evaluation, and contract fulfillment.
- Distribute, collect, and digitally update student and teacher surveys and permission slips.
- Update SAL's internal database with all relevant arts education information.
- Support the production of Professional Development for Educators workshops, including but not limited to outreach efforts, workshop attendance, note-taking and distribution, and communication with OSPI (WA Office of Superintendent of Public Instruction).
- Coordinate the production of the WITS Year-End Reading broadsides.
- Lead the collection, filing, and organization of student work throughout the year.
- Lead the coordination of all photographic documentation of arts education programming, inclusive of hiring photographers, organizing and filing photographs, and ensuring photograph permissions.
- Assist in the planning and production of the WITS Year-End Readings and the WITS anthology, inclusive of communication with youth, families, and teachers.

Program Support – WITS Writers, Community Partners, and Arts Education Team (35%)

- Regularly communicate with WITS Writers about opportunities for attending SAL public events, survey reminders, student work submissions, and timesheet submissions.
- Build and maintain accurate records of WITS Writers contracts, residency schedules, syllabi, aggregated and summarized student and teacher feedback, supplies budget, professional development balance, missed gig pay, and other related materials.
- Manage all aspects of Lit Care (our WITS program at Seattle Children's Hospital), inclusive of leading planning meetings and coordinating the annual, travelling Words of Courage exhibition.
- Assist in the creation and production of internal WITS program materials (surveys, writer handbook, etc.).
- Regularly digitize and update staff observation notes.
- Attend and assist at WITS Writer meetings, retreats, and quarterly readings throughout the year (setting up, preparing materials, securing refreshments, taking and distributing notes, and other needs as required).
- Work with our Finance and Administration team to provide the Director of Arts Education with monthly budget YTD statements.
- Check the WITS email account daily and distribute inquiries to the appropriate staff member.

Website Maintenance and Marketing (20%)

- Gather and submit monthly programmatic content to our Marketing team for the SAL newsletter and social media channels.
- Work with an external graphic designer and printer to create programmatic collateral.
- Ensure that all arts education related content is up to date on SAL's website.

Other (10%)

- Attend and contribute to internal department meetings; note take and distribute/file appropriately.
- Attend and contribute to internal organizational meetings.
- Secure external venues and programmatic supplies, as needed.
- Additional arts education administrative support as needed.
- Support SAL's public programs and fundraising efforts by attending annual fundraisers, select public programs events, and cultivation opportunities as necessary.

Diverse Workforce Statement:

SAL values a diverse workforce and an inclusive culture in all areas of our work and culture. SAL is an equal opportunity employer. We recognize that opportunities in the arts have historically excluded and continue to disproportionately exclude Black and Indigenous people, people of color, people from working class backgrounds, people with disabilities, and LGBTQIA+ people. We strongly encourage individuals with these identities to apply. Strong candidates will bring a diverse set of skills, characteristics, and experiences, both professional and lived. SAL focuses on a holistic view of potential candidates and understanding that no single candidate will offer every desired skill and characteristic. The following offers an aspirational view of the ideal candidate profile, and we encourage applications from candidates with a wide range of experiences and backgrounds.

Minimum Qualifications:

- 2-3 years of non-profit, arts administration, and/or education experience

Desired Qualifications:

- Deep, actualized commitment to equity, inclusion, and anti-racism.
- Strong attention to detail and project management skills.
- Excellent written, oral, and interpersonal skills.
- Flexibility and curiosity.
- Ability to prioritize multiple deadlines and tasks.
- Ability to work independently and as a member of a dynamic, creative, highly collaborative team in an open-office environment.
- Working knowledge of Microsoft Office Suite.
- Experience with InDesign, Canva, Patron Manager, and Mac OS a plus.
- Experience working with Puget Sound arts nonprofits and public-school communities a plus.

Additional Considerations:

- Evening/weekend hours required (typically 2-3 times per month).
- This is an on-location position in Seattle. We are, unfortunately, not able to provide relocation assistance for this position.

Benefits Overview:

- Generous paid time off, including 20 vacation days/year starting your second year (15 days in year one), as well as wellness time, 3 personal days, and holidays.
- 100% of medical, vision, and dental insurance. Long-term disability, and group life insurance is also covered, including an Employee Assistance Program.
- 403(b) retirement plan with a 3% gross salary contribution funded by SAL and an optional employee pre-tax distribution available.
- Flex time as appropriate.
- Hybrid/remote schedule: During a three-month orientation/probation period, you will be required to be in the office for 3-4 days a week. After that period, SAL currently expects staff to work in-office at least 2 days per week, schedule permitting.
- Support and budget for professional development and growth.

Application Instructions:

- Send a resume and cover letter that tells us why this position is a good fit.
- Submit applications electronically in one PDF document to salhr@lectures.org. The email subject line should be "Arts Education Associate."
- Open until filled. For best consideration, please submit no later than May 4, 2026.
- **Please Note: Resumes submitted without a cover letter will not be considered.**

Hiring Process and Timeline:

- We will begin scheduling phone interviews in the week of May 11th followed by in person interviews the week of May 18th. Finalists will be invited to a third round of interviews and will be paid a stipend of \$250.
- Ideally, the selected candidate will begin in July 2026.
- Contact Information for inquiries related to this position (email preferred):

Hendri Wa,
Administrative Associate
salhr@lectures.org
(206)621-2230 ext. 26