



EDUCATION COORDINATOR

The Education Coordinator (EC) identifies, recruits and maintains communication with all education clinic leaders, on-site instructors, and off-site event planners. The EC will work closely with the Logistics Coordinator, Scheduling Coordinator, Vendor Coordinator, and Festival Director for efficient planning.

- Create the education and on-site/off-site agreements in Google.
 - These agreements will be shared via Festival Director.
 - Utilize previous year's forms as necessary.
 - Be sure to edit dates, times, and locations as needed.
 - Determine inefficiencies with forms/processes and adjust accordingly.
 - Determine and set deadlines for:
 - Agreement (soft deadline)
 - Agreement (hard deadline)
 - Communicate all discount codes to the approved educators and event leaders.
 - These codes are to be used during their vendor registration process if they will be a vendor..
 - Work closely with Vendor Coordinator to ensure good communication of vendor deadlines if educator is also a vendor.
- Promote education clinics, on-site/off-site events through social media, newsletters, TV spots, etc.
 - This will be done with the help of the Marketing Coordinator and Subcommittee.
 - Promotion is primarily via social media posts, but can also come from placements in newsletters and other outlets.
- Designate Subcommittee members for on-site and off-site event planner communication.
 - Designate at least one (1) Subcommittee member for each.

- Encourage Subcommittee members to create and keep a running list of educators, agreements received, confirmations, etc.
- Subcommittee members report directly to the EC and are responsible for facilitating educators during the festival.
- Actively manage agreements.
 - Weed out duplicates, add educators to the master education and on-site/off-site schedules, and follow up with those who have questions or concerns.
 - Be mindful when choosing/accepting educators.
 - Do they fit the festival's core principles well?
 - If not, send them a professional declination response.
 - Send out informational emails.
 - 1 month prior - "Thank you" and general information
 - 2 weeks prior - schedule reminders and general information
 - week of the festival - last minute schedule reminders
- Be available on the days of the festival by helping with all educators in any capacity needed.
 - Be ready with any/all lists with schedules and names.