



Job Title: Event Coordinator (Sarau de Samba: A Roots Samba Experience)

Organization: EducArte, a Brazilian cultural arts nonprofit

Location: Bethesda, MD, and remote

Website: www.educarteinc.org

Job Overview:

Brazilian performing arts organization EducArte seeks a reliable, detail-oriented Event Coordinator to support our monthly Sarau de Samba: A Roots Samba Experience concert series at Glen Echo Park. This participatory event celebrates Afro-Brazilian samba through live music, dance, and cultural exchange for audiences in Montgomery County and the broader DC region, including the local Brazilian community, small businesses, artists, and samba enthusiasts.

The coordinator manages a welcoming, on-time event flow, including space setup and breakdown, volunteer coordination, vendor and partner communication, and on-site support for performers and venue staff.

Position Details:

- Status: Part-time contractor
- Hours: Approximately 10 hours/month
 - 6 hours on event day each month (12:00 PM–6:00 PM, including set-up and breakdown)
 - ~1 hour per week for planning and communication
- Location: Glen Echo Park, Ballroom Back Room, 7300 MacArthur Blvd, Glen Echo, MD 20812
- Reports to: EducArte leadership

Responsibilities:

- Coordinate event volunteers (sound/tech, set-up, breakdown, EducArte ambassador, photo/video) and communicate clear role descriptions and schedules
- Lead volunteers on-site for setup, event support, and breakdown (tables/chairs, signage, basic clean-up)
- Coordinate food and beverage vendors, including advance communication, arrival, set-up, and breakdown
- Support smooth event operations in collaboration with EducArte staff and Glen Echo Park partners
- Communicate event logistics with vendors and artist partners via email, messaging, and phone



Qualifications:

- Experience with event or volunteer coordination (paid or volunteer)
- Strong organizational and communication skills; comfort with directing volunteers
- Ability to work one weekend event per month and do light physical tasks (setting up tables/chairs, carrying supplies)
- Brazilian Portuguese and cultural fluency or strong proficiency is a plus

How to Apply:

Interested candidates should submit a resume and brief letter of interest to educarte@educarteinc.org.

EducArte's mission:

Through Brazilian performing arts and culture, EducArte connects members of the local Brazilian community with each other and the greater Washington DC region.

EducArte is an equal opportunity employer. We encourage candidates from diverse backgrounds and experiences to apply.