



## **EDUCATION DIRECTOR**

The Armory Art Center is a non-profit organization committed to providing exceptional visual arts experiences for our diverse community. We are growth-oriented and passionate about what we do.

### **Summary**

The Education Director works cooperatively with a small, dedicated team of arts professionals and reports directly to the Chief Executive Officer. The Education Manager is responsible for all aspects of the educational activities and Exhibition of the Armory Arts Center.

They supervise and direct the work of a team comprised of full-time Studio Directors, gallery Assistant, Resident artists, teachers, and volunteers to ensure all programs run smoothly and the goals of the organization are met. Challenges to be met are strategic planning, meeting annual budget requirements, and assuring that education programs exceed our customer's expectations.

This position is a full-time (40+ hours per week), exempt position. The work week is Monday-Friday most of the year. The schedule for this position may vary according to programming needs. Occasional evenings and weekends are required. Some flexibility is negotiable.

### **Principal Duties**

- 70% Plan, organize, and evaluate all educational programming including youth and adult classes and workshops, private lessons, and outreach programs.
  - 25% Adult Classes
  - 25% Youth Classes & Camps
  - 20% Outreach
- 20% Plan, organize, and evaluate all community events that include educational programming.
- 10% Recruit, select and manage the teaching staffing, visiting/master workshop artists, Armory director reports, Artist-in-Residence, and others as directed.

### **Job Requirements**

The successful candidate is highly organized, understands budgets, is a problem solver, and is self-directed. The ideal candidate has:

- has a four-year degree in art education, fine arts or a related field, or equivalent experience;
- has management experience and/or supervisory experience;
- has teaching or visual art education-related experience;
- can create a curriculum and schedule a full body of visual arts programming;
- can schedule and develop gallery exhibitions
- is consumer-focused and an entrepreneurial thinker;

- communicates well orally and in writing;
- is computer literate;
- adept at Microsoft Office. Knowledge of Illustrator, and InDesign helpful;
- is familiar with ceramics, fibers, jewelry fabrication, printing, glass, painting, drawing, printmaking processes, painting, and equipment, or possesses the enthusiasm and willingness to learn them;
- has a valid driver's license and a reliable vehicle.

### **Job Responsibilities**

- Plan, organize, and evaluate all educational programming including youth and adult classes and workshops, private lessons, continuing education classes for K-12 teachers, and the outreach programs.
- Hire, train, manage, and schedule art instructors for education programs; collect information needed for background checks and prepare contracts.
- Establish and maintain communications with community groups to form partnerships and mutually beneficial relationships.
- Assist the Chief Executive Officer by providing statistical information for grant proposals and reports.
- In partnership with the other departments, and instructors, ensure art supplies are prepared for upcoming programs and purchase equipment, materials, and supplies for education programs per budget and as needed.
- Learn all aspects of registration software.
- In partnership with the Operations Manager and Registers, maintain records of class, outreach, and event attendance.
- Assist gallery operations and special events as needed.
- Develop and launch a comprehensive camp and afterschool program for youth and teens.

### **Artist-in-Residence Program**

- Advertise Artist-in-Residence program.
- With the Chief Executive Officer, recruit and choose candidates for the Artist-in-Residence Program as openings occur.
- Manage Artist-in-Residence program.
- Assign teaching responsibilities to Artists-in-Residence.
- Assign studio maintenance responsibilities to Artists-in-Residence per their contracts.

### **Marketing Responsibilities**

- Create detailed class schedules/descriptions of programs for publication three to four times per year.
- Work with Marketing Staff to prepare advertising for classes.
- Write articles for newsletters and collect student success stories.
- Provide detailed schedules and descriptions of programs to promote via social media and mailings; and to upload to website and registration.

## **Committee and Community Responsibilities**

- Serve on the board's Education Committee and other committees as assigned.
- Collaborate with other community organizations and businesses as appropriate or as directed.
- Other duties may be assigned as needed.

## **Compensation and Benefits**

- \$55,000 to \$65,000 depending on experience
- 70/30 Health, Dental, and Eye insurance benefit
- Company match (up to 3%) in Simple IRA plan after conditions are met
- Paid vacation accrued during the first year; increases over time
- Paid sick/family leave accrued;

## **Requirements/Apply:**

### Education

Bachelor's Degree in visual arts, Arts Education, Museum Education, or a related field.

### Experience

5-7 years of experience in a visual art programming role;

3-5 years of experience teaching visual arts to adults and/or youth;

3-5 years of supervisory/management experience.

Make sure you meet the job requirements and then:

1. Compose a cover letter indicating why you are the right candidate for this job. Include your ideas for the education programs.
2. Send a current resume.
3. Send a list of five professional references with contact information.
4. Send all documents as one PDF.

*(There is no relocation or interview travel stipend available for this position.)*

## **Apply**

jill.brown@armoryart.org with **Education Director Search** in the subject line. No phone calls.

NOTE! Interviews will commence as qualified candidates apply. This position is open until filled. If you are interested, send in a packet immediately.

*The Armory Art Center does not discriminate based on race, color, ethnicity, national origin, sex, age, pregnancy, sexual orientation, gender identity, religion, disability, financial status, or marital status in its programs, activities, and employment.*