



EDUCATION DIRECTOR

Reports to: CEO

Classification: Exempt, Full-Time

Benefits: Vacation and sick pay, health benefits

Schedule: M-F 8:30-5:30; non-standard including occasional evenings and weekends

Salary: \$55,000 - \$65,000

Start Date: ASAP

The Armory Art Center is a non-profit organization committed to providing exceptional visual arts experiences for our diverse community. As part of an ongoing organizational realignment to enhance efficiency and better position us for future growth, The Armory Art Center is currently undergoing a restructuring, leading to exciting new opportunities within our team. This role is newly redesigned to address evolving needs within our operations, offering a chance to contribute significantly to our strategic direction. This is an exciting time to be part of the Armory's renaissance.

Summary

The Education Director works cooperatively with a small, dedicated team of arts professionals and reports directly to the CEO. He/She is responsible for all aspects of the educational activities and Assisting with the exhibitions of the Armory Arts Center.

They supervise a team comprised of Studio Directors, Artists, teachers, and volunteers to ensure all programs run smoothly and the goals of the organization are met. They also help with exhibition creation, installation and associated staff and events.

Job Responsibilities

- Plan, organize, and evaluate educational programming for all ages; classes workshops, private lessons, and outreach.
- Hire, train, manage, and schedule art instructors; 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 CEO 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 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 annual comprehensive camp and afterschool program for youth and teens.

Artist-in-Residence Program

- Assist with advertising efforts of program.
- With the CEO, recruitment 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

- Work with Marketing Staff to prepare advertising for classes.
- Provide detailed schedules and descriptions of programs to promote via social media and mailings; and to upload to website and registration and newsletters.

Committee and Community Responsibilities

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

Job Requirements

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

- 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.
- has experience with gallery exhibition programs.
- 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.
- This is a on-site position.

Apply:

Make sure you meet the job requirements and then in one PDF include a cover letter, resume, and five (5) professional references. *(There is no relocation or interview travel stipend available for this position)*. Send application to employment@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.