



## **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 | On-site position.

The Armory Art Center is a non-profit organization dedicated to delivering outstanding visual arts experiences to our diverse community. In light of an ongoing organizational realignment aimed at improving efficiency and positioning for future growth, we are currently undergoing a restructuring process that is creating exciting opportunities within our team. This newly redesigned role is intended to meet the evolving needs of our operations, allowing for significant contributions to our strategic direction. It is an exhilarating time to be part of the Armory's transformation.

### **Summary**

The Education Director collaborates closely with a committed team of arts professionals and reports directly to the CEO. This role encompasses the oversight of all educational initiatives and support for exhibitions at the Armory Arts Center.

In addition to managing a team of Studio Directors, artists, teachers, and volunteers, the Education Director ensures the seamless execution of programs and the achievement of organizational objectives. They also play a key role in the creation and installation of exhibitions, along with coordinating related staff and events.

### **Job Responsibilities**

- Plan, organize, and assess educational programs for various age groups and mediums
- Recruit, train, supervise, and schedule art instructors
- Build and sustain relationships with community organizations to foster partnerships and collaborative opportunities.
- Support the CEO by providing statistical data for grant applications and reports.
- Collaborate with other departments and instructors to ensure art supplies are ready for programs and procure materials within budget.
- Acquire proficiency in registration software.
- Work with the Operations Manager and Registrars to maintain accurate records of class, outreach, and event attendance.
- Provide assistance for gallery operations and special events as required.
- Design and implement an annual comprehensive camp and afterschool program for youth and teens.

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

- With the CEO, recruitment for the Artist-in-Residence Program as openings occur.
- Manage Artist-in-Residence program when there is an active resident.
- 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.

### **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.

### **Job Requirements**

The ideal candidate possesses exceptional organizational skills, a strong grasp of budgeting, and a knack for problem-solving. They are self-motivated and exhibit a creative entrepreneurial mindset.

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.
- Possess teaching or visual art education-related experience.
- Able to create a curriculum and schedule a full body of visual arts programming.
- Experience with gallery exhibition programs.
- Communicates well orally and in writing.
- Demonstrates a strong proficiency in computers and software, with the ability to quickly adapt to new systems.
- Familiar with various art mediums, equipment, or possesses the enthusiasm and willingness to learn them.
- Has a valid driver's license and a reliable vehicle.

### **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](mailto: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, please email 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.*