

## Education Manager- Limited Term Job Description



### **Job Summary:**

The Education Manager will be a creative and strategic leader who effectively communicates and supports the value of public engagement and lifelong learning within the organization, with constituents, the public and at-large. The Education Manager is responsible for the implementation and evaluation of all education and public programs. The Education Manager position is designated as confidential and requires a professional demeanor in all aspects of the job, especially in matters of grants and contractual information.

### **Major Job Responsibilities:**

Collaboration: The Education Manager will nurture relationships within and outside the organization. Including the following activities.

- Contribute to fund development efforts for education and program related activities including fundraising, and the preparation of grant proposals and reports.
- Attend internal and external meetings as assigned
- Provide partnership and local coordination for state and nation-wide arts initiatives including Poetry Out Loud.
- Liaison with Museum Curator when applicable

Engagement: The Education Manager will implement YoloArts education and public programs. Including the following activities.

- Implement artist driven, multi-disciplinary, education programs that are mission aligned and responsive to our participants, partners and funders.
  - Artists in Residence: Artist in Schools, ArtMix, Seeding Art for Change, Juvenile Justice Arts Education, and I SEE YOU.
  - Gibson House and Property: Knowledge @ Noon, 3<sup>rd</sup> grade Historic Tours, and K-12 Property Tours.
- Oversee program content and ensures its educational and curricular connections to National Core Arts Standards, Gallery 625, the Barn Gallery, and Gibson House and Property exhibitions when applicable.
- Build awareness for organizations education and public programming through print and online marketing campaigns.

Management: The Education Manager is directly responsible for the professional, efficient and focused oversight necessary to build impactful programming.

- Manage the department budget
- facilitate program evaluation and documentation
- Supervise, and evaluate the performance of teaching artists, volunteers, docents and interns
- Manage overall program staffing, scheduling, and facility and supply needs

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### Qualifications:

- Advanced degree in Education, Art History, Art Studio or related field preferred
- One-Two years of professional management experience required
- Knowledge of current and emerging educational and audience engagement trends
- A valid California driver's license and reliable transportation to travel throughout the county

### Abilities:

- Demonstrate strong interest in and knowledge of arts education and public programming
- Provide technical support to artists and volunteers within the Education Department
- Establish and maintain working relationships with a wide range of people
- Manage multiple priorities in a highly organized and professional manner
- Communicate tactfully, effectively and accurately both orally and in writing
- Effectively speak to diverse, public audiences.
- Work independently and resourcefully to complete assigned tasks with minimal supervision
- Work collaboratively and as a member of a team
- Strong computer skills with knowledge of Microsoft Office, Apple applications, Google, ZOOM, Facebook, and Instagram
- Ability to work occasional evenings and weekends
- Lift up to 25lbs

### Schedule of Employment:

The Education Manager position is limited term and must begin no later than February 8, 2021 and extends until June 30, 2021.

### Status:

- Part-Time, Exempt
- 24 hours per week; \$1,920-\$2,112 monthly depending on experience
- Does not include health benefits

### To Apply:

For consideration, please submit cover letter and resume to, Alison Flory, YoloArts Executive Director, by email only to [aflory@yoloarts.org](mailto:aflory@yoloarts.org). No calls.

**Deadline: January 15, 2021**