

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 Yolo County Museum Curator and YoloArts Creative Director 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, Juvenile Justice Arts Education, and I SEE YOU.
 - Gibson House and Property: K-12 Property Tours, and Youth Art Studio Program.
- Oversee program content and ensures its educational and curricular connections to National Core Arts Standards, Gallery 625, the Barn Gallery, and Gibson House exhibitions when applicable.
- Build awareness for organizations education and public programming through print and online marketing campaigns. Including monthly Education e-blasts to educators in Yolo County.

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.
- Recruit, hire and train Educators to support the K-12 Property Tours.
- Supervise, and evaluate the performance of teaching artists, educators, 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, staff, 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
- Excellent computer skills with knowledge of Microsoft Office, Apple applications, Google Suite, 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 June 12, 2023 and extends until December 15, 2023.

Status:

- Part-Time, Exempt
- 24 hours per week; 2,112-\$2,275 monthly depending on experience
- Does not include health benefits
- Hybrid work available, but not exclusively remote.

To Apply:

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

Deadline: Monday, May 29, 2023