

## **JOB POSTING**

**Position:** Education Manager

**Reports to:** Anderson Arts Center Administrator

**Position Type:** Part-Time Hourly/Variable

**Salary:** \$15/hour

### **Summary of Position**

Kemper Center seeks a creative, organized, and highly motivated part-time Education Manager for the Anderson Arts Center (AAC) to plan and facilitate arts programs, classes, and experiences for adults and children, including the Summer Art Camp for kids, weekend creative classes, and family cultural programs. The Education Manager will help broaden arts and cultural education at the museum and design hands-on, interactive programs for a variety of audiences. They will be responsible for finding, communicating with, and hiring arts teachers, as well as assisting with the marketing and promotion of classes, programs, and events in the community. The Education Manager will build relationships and communicate regularly with local educators, and assist in implementing the set up of the AAC West Wing Student Gallery exhibits throughout the year. The Education Manager is dependable and mission-driven with a positive attitude and enthusiasm for art education. They must be skilled in facilitating conversations about arts education that emphasizes critical thinking, problem-solving, and language skills. Creative classes and the Summer Art Camp provide youth and adults with new ways to connect to the arts and their community.

### **Schedule**

This position will have a variable schedule, 10-12 hours per week dependent upon classes and programs. Weekend shifts will be scheduled as needed. Most programs and classes occur on weekend mornings.

### **Specific Duties and Responsibilities**

- Plan, organize, and facilitate activities, programs, and classes on-site for adults and children.
- Search for and hire arts teachers in a variety of disciplines for a variety of ages.
- Be responsible for communicating with and scheduling arts teachers to implement programs.
- Work within an established budget and purchase program supplies as needed.
- Assist with community/school collaborations on programming and student exhibits.
- Assist in finding volunteers for Summer Art Camp, and help with management on activity days.
- Assess audience needs with program evaluations.
- Act as a friendly and gracious representative of the Kemper Center and Anderson Arts Center when interacting with teachers, afterschool program coordinators, parents, children, and community members.
- Work with the AAC Administrator to ensure experiences meet program goals and advance the mission of the museum.
- Track progress, achievements, and challenges.
- Maintain tidy classrooms and storage closets.
- Maintain inventory of art supplies.
- Perform other Education Department and Museum-wide duties as assigned.

### **Qualifications**

B.A. in Education, Museum Studies, Art, Child Development, or related field.

Experience teaching or working with adults and youth in K-12th grade.

Experience developing and delivering programs related to the arts preferred.  
Experience conducting research and evaluations preferred.  
Ability and desire to interact with youth, adults, and families; familiarity and passion for working with people of all abilities.  
Strong commitment to diversity, inclusion, equity, and access.  
Strong facilitation, communication, and interpersonal skills.  
Comfortable using basic art-making materials.  
Ability to work collaboratively and independently.  
Motivation to learn new teaching techniques.  
Experience building community among youth participants.  
Proficient with Microsoft Office.  
Must successfully pass a criminal history background check.

**Travel, Working Conditions, and Physical Environment**

This position is subject to indoor environmental conditions typical to a classroom setting as well as outdoor environments on the grounds of the Kemper Center.  
Travel to local schools and local partner sites as needed.