

Gertrude Herbert Institute of Art

Education Coordinator

Position: Education Coordinator
Classification: Exempt Regular Full-time
Reports to: Executive Director

Primary Function: The Education Coordinator, under the supervision of the Executive Director, is responsible for development, implementation and supervision of all educational programming. Other duties as assigned by the Executive Director.

Responsibilities:

Studio Classes

- Annually develop, implement, and supervise on- and off-site educational classes and workshops for youth and adults, including summer art camp
- Organize classroom set-up, ordering supplies and prepping supplies for studio classes

Outreach

- Develop, implement, and supervise outreach programs for the community as well as collaborative projects with local schools, arts organizations, and other community organizations
- Develop hands-on activities for the Spring Artists' Market. Work with the Executive Director to secure volunteers and artists
- Develop hands-on activities for community outreach festivals and fairs such as Arts in the Heart, Art in the Park

Exhibitions

- Coordinate the annual Agnes Markwalter Youth Art Competition and Exhibition, including soliciting participants, ordering prize ribbons, and installing the exhibition.

Administration

- Maintain detailed tracking records on all education and outreach activities and programs both on- and off-site
- Recruit highly qualified instructors (art faculty) to teach classes in a wide variety of disciplines and mediums
- Maintain communication with art faculty, specifically in regard to their classes (course descriptions, attendance, material lists, supplies, setting price, etc.)
- Provide feedback to faculty on course evaluations
- Identify sources for educational funding and assist the Executive Director with research, writing and preparing grant applications
- Assists with writing and editing course descriptions for quarterly course catalogue and acquiring appropriate and updated photos for classes. Develop enriching workshops and classes that meet the current needs of the community
- Assist in managing volunteers and interns
- Assist in updates and maintenance class registration site, Active.com.

Requirements

- Self-motivated, high level of initiative; detail-oriented, dependable; able to work under minimal supervision
- Ability to develop and promote programs for a wide audience
- Strong computer skills; proficiency in Microsoft Office and Excel
- Excellent telephone and customer service skills; strong writing skills
- Exceptional communicator and visionary
- Bachelor's Degree required or equivalent experience. Visual art or museum education experience preferred
- Salary is commensurate with experience