

Arts Education Manager at Helen Day Art Center

Helen Day Art Center in Stowe, VT seeks an Arts Education Manager.
32 hours per week

The Art Center is a fast-paced, mission-driven organization in Stowe, VT offering dynamic programming through exhibitions, education and public programs.

The Arts Education Manager is charged with executing the Helen Day Art Center's arts education and outreach programs in the areas of youth, teen, and adult education; family days; and community events. This individual will work collaboratively with the Executive Director to ensure arts education offerings are aligned with the vision and programming strategy of the organization.

Key qualities include a passion for art and education and those we serve, attention to detail, hard-working, team player, self-driven, and previous experience with art education.

The role requires the ability to work with extreme accuracy and efficiency, a high degree of dependability and professionalism, expertise in customer service, strong knowledge of curriculum design, office fundamentals, ability to maintain good spirit and humor under pressure, and trustworthiness.

Bachelor's degree required, preferably in education or art education.
Compensation based on skills and experience.

Reviews of applicants will begin immediately. Submit a cover letter, resume and references to Jen Schoeberlein at deputy@helenday.com. Please include the words "Arts Education Manager" in the subject line.

Responsibilities include, but are not limited to:

Primary Responsibilities:

- Manage Youth, Teen and Adult Education Programs and Family events including classes, workshops, and camps. Work with the Gallery Education & Public Programs Coordinator on tours of exhibits. This includes selecting topics for classes and tours, researching, recruiting, selecting and guiding / training instructors from the classroom, developing curricula and reviewing curriculum suggested by instructors, and evaluating results.

- With the support of the HDAC Office Administrator, process registrations as needed, maintain inventory of supplies, and manage set-up of classrooms.
- Coordinate the annual Student Art Show. This includes recruiting participating schools and art teachers, setting schedule, allocating space, and ensuring a professional presentation of the work.
- Oversee community and family events related to education including Steamroller Printmaking day, Family Days, and Community BBQ/Open House.
- Form partnerships with peer organizations, schools, teachers, artists, volunteers, homeschoolers and others for the purpose of supporting and expanding the Education program.
- Lead outreach efforts to Vermont youth and schools.
- Track and manage spending in accordance with the budget set for the education program.
- Manage the PR, marketing and promotion of HDAC education & outreach programs.
- Represent HDAC in public and to the press from time to time.

Additional Responsibilities:

- Develop, refine and implement evaluations and other metrics to measure the impact and efficacy of all educational programs.
- Maintain the HDAC website as it relates to education and outreach. Make educational materials, class schedules, and other program related information available on the HDAC website.
- Oversee the design and production of materials to promote education programs, including posters, education flyers and postcards.
- With the Executive Director, maintain communication with education sponsors.
- Keep reports on all programming under your guidance.
- Research Vermont Education Standards as they relate to HDAC programs.
- Seek professional development through mentors, classes, observation at other institutions, and other avenues.
- Supervise staff, interns, and volunteers working on education-related projects.
- Other duties as requested.

Report: Education Director reports to the Executive Director and the Deputy Director.

WORK ENVIRONMENT

Helen Day Art Center's small staff operates as a team. Staff members assist each other as needed, so that the Art Center presents a unified schedule of exhibits and programs to the public, in support of the mission, vision and goals of the Art Center.

1. Some evening and weekend work required.
2. Hours will fluctuate some weeks dependent on exhibitions, education programs, or

special events.

3. Some travel may be required.

The above duties and responsibilities describe the general nature and level of work performed in this job. They should not be construed as an exhaustive listing of all job duties and responsibilities by employees so classified.

KNOWLEDGE, SKILLS AND ABILITIES

1. Relevant degree and minimum of 5 years art education related work experience. Experience in curriculum and program design.
2. Knowledge of contemporary educational methods and philosophies.
3. Experience and genuine passion for working with all ages of students from toddlers to elders.
4. Strong organizational and time-management skills, with the ability to set priorities and limits in order to accomplish tasks, meet deadlines, and adapt to changing priorities.
5. The ability to work independently, multi-task, and participate as an effective team member.
6. Excellent communication and interpersonal skills.
7. Knowledge of fundamental office practices, procedures and equipment. Past experience with Macs and Google cloud suite preferred.
8. Prior experience with supervisory and budget management preferred.
9. High degree of personal and professional integrity and the ability to treat sensitive information with the highest degree of confidentiality. Ability to exercise good judgment, courtesy and tact in dealing with the general public, Board, staff and affiliates of the Art Center.
10. Fluency in English, with additional languages preferred.
11. Commitment to the value of diversity including gender, race, age, socio-economic level, sexual orientation and religion.
12. A valid driver's license required and access to a vehicle preferred.