



## Director of Education

### Position Description

The Quincy Art Center is seeking a dynamic full-time team member as we work towards the celebration of our Centennial Anniversary in 2023! This non-profit organization is highly regarded in the community and offers growth opportunity and a comprehensive benefit package.

#### Essential Functions

##### **Develop and Create**

- Lead the evaluation and design of comprehensive and well-rounded visual art education programs
- Lead the development of curriculum for visual art educational programs
- Coordinate and schedule all visual art education programs.
- Work with school and community groups to create engagement programs.
- Work with exhibition staff to create educational exhibition programming, such as tours

##### **Manage**

- Recruit, negotiate contracts, orientate, and schedule independent contract instructors
- Recruit, hire, orientate, schedule, manage, supervise, and evaluate employee instructors, assistants, studio technician, and interns.
- Work with staff volunteer coordinator to recruit, orientate, schedule, supervise, and provide recognition of education volunteers
- Oversee class registrations and database
- Work with studio technician to maintain and organize all studio spaces and equipment.
- Teach and facilitate programs as needed. Substitute for instructors when necessary.

##### **Public Relations**

- Work with marketing staff to generate publicity and promotions of education programs
- Work with exhibition staff to exhibit education program artwork
- Maintain high communication with independent contractors, staff instructors, students, and parents of youth students on educational programming updates, notifications, and reminders.
- Maintain high communication with community organizations and leaders on engagement opportunities, cross-organizational programming, professional development, and community partnerships.

##### **Fiscal Responsibility**

- Propose annual budget for educational programs
- Oversee all expenses for educational programs

##### **Donor Relations**

- Assist development staff in solicitation for education program funding
- Attend events to promote education programs and cultivate donors

##### **Reporting**

- Serve on the Programs & Services Committee and provide monthly data reports
- Directly report to the Executive Director.

##### **Other**

- Embrace the mission and advance the strategic plan of the Quincy Art Center
- Perform other related duties as requested by the Executive Director



### **Minimum Required Qualifications**

- A Bachelor's degree in visual art or related field. Degrees in Art Education or Studio Art is preferred, but not required
- 2 years of experience in teaching, developing, and/or managing visual art education or related field.
- Strong computer skills with a working knowledge of Microsoft Office Suite, Outlook, Zoom, and Google Drive
- Excellent verbal and written communication skills
- Have knowledge and experience in visual art education and studio best practices
- Team-oriented mentality to work with and motivate staff, instructors, board members, and other team members
- Ability to work within the budget and meet deadlines
- High organizational skills
- Must be detail-oriented with accuracy
- Ability to follow through on tasks and goals
- Positive, outgoing demeanor

### **Compensation**

- \$32,000 - \$38,900, depending on experience
- Health insurance
- Life insurance
- Simple IRA matching after 2 years of employment
- 24-hour access to shared art studio
- Free employee registration to all Quincy Art Center classes and workshops (dependent on availability)

### **Hours**

- Generally, Monday – Friday, 9am – 5:30 pm with a one-hour lunch break. Weekends and evening meetings, programs, and events as needed.

**If you are interested and meet the job requirements, please email your cover letter, resume, and 3 references to the Quincy Art Center's Executive Director – Jennifer Teter at [jteter@quincyartcenter.org](mailto:jteter@quincyartcenter.org). Images of student artwork, sample visual art lesson plans, pedagogy statement, and images of personal visual artwork are encouraged as additional application materials.**

**The policy and intent of the Quincy Art Center is to provide equal opportunity for all persons regardless of race, color, religion, national origin, marital status, political orientation, affectional orientation or gender identity status with regard to public assistance, disability, sex, or age.**