

**Status: Full-Time; Non-Exempt**

**Eligible for Benefits: Yes**

**Reports to: Director of Operations & Executive Director**

**Department: Education**

### **Overview: Director of Education**

The Ann Arbor Art Center, a 501c3 non-profit. Since 1909, the A2AC has sparked creativity in people of all ages and artistic abilities. The A2AC Education Department serves over 2,500 students per year, offering classes in ceramics, metalsmithing, digital arts, drawing, painting, printmaking, sculpture, and textiles in addition to hosting a series of day camps for both youth and teens.

The A2AC Director of Education is responsible for developing, implementing, and managing dynamic, high-quality, accessible arts education initiatives in collaboration with A2AC staff, instructors, and community partners. This role blends creativity, strategic planning, and community engagement to ensure our programs foster artistic expression, skill development, and cultural enrichment for people of all ages and backgrounds.

### **Schedule**

Scheduling is flexible, primarily daytime hours Monday thru Friday. Evening and weekend work may be required to accommodate class schedules, educational programs, and events.

### **Primary Responsibilities:**

1. Program Development:
  - Develop a comprehensive educational programming strategy aligned with the mission and goals of the A2AC.
  - Identify target audiences and assess community needs to inform program development.
  - Conceptualize and develop a diverse range of arts education programs, workshops, classes, and events that reflect the needs and interests of our community, collaborating at times with other departments.
  - Coordinate all aspects of class launches with the assistance of Education support staff, including scheduling classes, working with instructors to collect and create marketing assets and student supply lists, formatting images, assigning class tuition rates, uploading class posts, and managing launch processes when registration opens.
  - Stay informed about current trends and best practices in arts education to continually
  - Collaborate with staff, artists, and community members to explore innovative approaches to arts education and promote inclusivity and accessibility.
  - Continuously evaluate program offerings to ensure relevance, effectiveness, and alignment with organizational goals.
  
2. Program Management:

- Recruit, hire, train, schedule, support, and supervise a talented team of instructors/teaching artists, volunteers and program staff.
  - Coordinate and oversee program logistics, including scheduling, facilities management, and resource allocation, to ensure smooth and successful program implementation.
  - Oversee program budgets, monitor/approve expenditures, and seek opportunities for resource optimization and revenue generation to ensure financial sustainability.
  - Maintain accurate records of event/program attendance, participant feedback, and other relevant data for evaluation and reporting purposes.
  - Review and update Education Department policies and procedures as needed.
  - Ensure that staff, students, studio monitors, and instructors of all classes and educational programs comply with appropriate safety protocols in accordance with the facilities and equipment they are using or are responsible for maintaining.
3. Community Engagement:
- Cultivate partnerships with local schools, community organizations, artists, and cultural institutions to expand the reach and impact of educational initiatives.
  - Collaborate with community stakeholders to develop programs that address specific needs or interests within the community.
  - Actively promote educational programs through marketing, outreach efforts, and community events to increase participation and visibility.
  - Actively engage with community members to solicit feedback, assess needs, and foster a sense of ownership and belonging within the art center.
  - Develop outreach efforts to ensure accessibility, inclusion, and participation of diverse audiences.
4. Evaluation and Assessment:
- Establish clear metrics and evaluation tools to assess the impact, effectiveness, and quality of our education programs.
  - Collect and analyze data on program outcomes, participant feedback, and community engagement from participants, instructors, and community partners to inform programmatic decisions and continuous improvement efforts.
  - Share findings and best practices with stakeholders to promote transparency, accountability, and learning within the organization.
5. Advocacy and Fundraising:
- Serve as a passionate advocate for the value of arts education in fostering creativity, critical thinking, and cultural understanding within our community.
  - Articulate the impact and importance of our programs to stakeholders, policymakers, and the broader community to garner support and resources.

- Collaborate with development staff to identify funding opportunities, cultivate donor relationships, write grants, and secure financial support for our education programs.

### **Preferred Qualifications & Skills:**

- Bachelor's or Master's degree in arts administration, education, fine arts, or a related field OR commensurate experience.
- Proven experience in arts education program development, management, and community engagement, preferably in a nonprofit or cultural organization.
- Strong leadership skills with the ability to inspire and empower staff, instructors, volunteers, and community members.
- Excellent communication, collaboration, and interpersonal skills, with a commitment to diversity, equity, and inclusion.
- Financial acumen and experience with budget management
- Passion for the arts and a deep belief in the transformative power of arts education to enrich lives and strengthen communities.
- Strong organizational and strategic planning skills.
- Effective communicator in both oral and written form.
- Ability to work in an environment with demanding deadlines and effectively prioritize tasks.
- Proficient in knowledge and use of Google Docs.
- Ability to learn new skills quickly.
- Proficiency or familiarity with any of the following applications is helpful, but not required: Google Forms, Wordpress, Mailchimp, Quickbooks, Adobe Photoshop, Canva, and Zapier.
- Prior experience with grant writing and fundraising.

### **Special Requirements/Physical Demands:**

- This position may require significant physical exertion to set-up for programs and events. Applicants must be able to perform general physical activities that require considerable use of arms and legs and moving the whole body such as lifting, walking, going up and down stairs, setting up folding tables, stooping and handling of materials that weigh between 25-50lbs.

### **Salary & Benefits**

\$50,000/ year

Flexible schedule

Health Insurance

Dental Insurance

Vision Insurance

Retirement Account with an Employer Match

1 free A2AC class/year

Discount in the A2AC Shop



To apply, please submit a cover letter and resume to [jqueen@annarborartcenter.org](mailto:jqueen@annarborartcenter.org).