



Job Title: Education Director
Job Type: Full Time (40 hrs/week)
Entry Level: No
Reports To: Executive Director
Required: B.A. Required
Min. Experience 1 Year
Updated: 3/8/19

POSITION DESCRIPTION

The Education Director is a key member of the staff involved in all aspects of developing and implementing the institution's educational and programming initiatives. A proven ability to create timelines, meet deadlines, conceptualize/oversee innovative public programs are essential components of the role. This position includes exhibition interpretation, curriculum development and audience outreach. This detail-oriented individual must work cooperatively and creatively, ensuring that the overall institutional goals are maintained, programs are effectively conceived and executed. The Education Director works closely with the Executive Director to promote the unique resources of the institution, including outreach and audience development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize all education programming for the public
- Provide and write education schedules at least 3 months advance
- Administer registration for classes and camps in tandem with front desk personnel, and maintain contact with parents
- Ensure a certain percentage of classes relate to exhibitions on view
- Interview, hire, onboard and supervise all art instructors
- Actively research potential grants to fund efforts of LeMoyne's education initiatives
- Actively seek and secure sponsorships, partnerships, and outreach-related fundraising opportunities
- Serve as an institutional liaison with schools, museums, supporters of educational initiatives and other partners and to secure long-term relationships to enhance organizations' education and outreach
- Create marketing plans to expand program outreach
- Create monthly and annual reports for art education attendance and income
- Provide content for weekly social media posts
- Responsible for proofing Education marketing materials and monitoring Education pages of website for accuracy
- Submit payroll for teachers on a timely basis
- Monitor building maintenance and ensure studios are clean and ready for classes
- Maintain contact with various educational resources to promote programs and develop collaboration

Art Classes

Work with staff, volunteers, and interns to implement Art programs for adults, teens and children including but not limited to:

- Coordinate and collaborate with studio art instructors to develop class offerings

LeMoyne Arts

- Work with the ED, if necessary, to implement policies and procedures for studio art personnel
- Purchase special materials and basic studio needs for classes within established budget and financial processes

Art Camps

Develop, coordinate, and implement camp programs that may include Spring Break, Summer Art Camp and Holiday Camps:

- Interview, hire, onboard and supervise all art camp staff (teachers, assistants, volunteers)
- Review and approve all lesson plans for camps
- Purchase materials and supplies for camps (online orders in addition to local shopping)
- Administer registration for camps in tandem with front desk personnel, and maintain contact with parents
- Process payments for art camp as needed and keep payment schedules up-to-date for parents
- Work with staff, volunteers, and interns to implement each art camp program

Outreach Programs

Work with the LeMoyne staff to design, implement and evaluate Outreach Programs. Work with staff, volunteers and contract labor, implement Outreach Programs including but not limited to:

- Community Partnership Projects: develop relationships with Community Partners (nonprofit organizations, government and civic groups) to develop Outreach programs for specific audiences according to priorities identified by the LeMoyne staff
- On-site Outreach Programs such as the PreK ArtSpark and Summer ArtCamp Service Project Whenever possible, coordinate content to support and utilize LeMoyne's gallery exhibitions
- Special Events Outreach Programs
- Work with ED to develop policies and procedures for all Outreach Programs and then insure that all programs run according to these parameters

SPECIAL PROGRAMS AND EVENTS

Lead role with the development and implementation of the **Mahaska Whitley High School Student Art Show and Competition**, **Chain of Parks Art Festival**, and assist with **Annual Holiday Show** and **Gallery Openings**

Annual Mahaska Whitley High School Exhibit: Student Art Show and Competition

- Generate and mail sponsorship letters for Scholarship Fund in a timely manner
- Acquire judges for competition and tally results to establish award recipients
- Coordinate and organize logistics with Leon County high school art teachers
- Coordinate drop off and pick up times for teachers and students for artwork
- Responsible for organizing and generating all show materials in a timely manner including but not limited to event programs, labels for artworks, winner inserts, certificates for winners
- Other duties as assigned



LeMoyne Chain of Parks Art Festival

- Organize all aspects of LeMoyne's educational offerings at Chain of Parks. Create, attract and contribute to marketing program
- In charge of setup and break down of LeMoyne children's village, and recruiting volunteers
- Assist Children's Programs Chair with communications and outreach
- Provide a children's art activity area including funding for materials and programming

Annual Holiday Show: Aid in set-up and break-down of installation/work front desk as needed

Gallery Openings: Assist with set up and/or break down for openings

Additional Duties:

- Attend public functions in the capacity of Education Director as required
- Organize and supervise facility rentals in Education Building

Qualifications

- Above-average organizational skills are required for this position and the ability to adhere to timelines and deadlines is essential
- The candidate should possess an overall proactive approach to the job and a strong work ethic
- The ability to complete assigned tasks in a timely manner be flexible with shifting priorities is required
- Vision, integrity and strong communication skills required
- Knowledgeable about LeMoyne's history, facilities, exhibitions and programs
- Understand LeMoyne's policies and procedures as they relate to the performance and duties of this position
- Perform other duties as deemed appropriate by ED

Conditions of Employment

- May be required to work weekends, evenings and holidays in support of LeMoyne events and activities, such as Exhibition openings, First Fridays and the Holiday Show. Flexible hours may be accommodated as needed
- May attend professional development courses that will add to knowledge, skills and abilities relevant to the required duties of the Education Director during assigned work hours upon approval by the ED and availability of funds in the budget

Please send letter of interest and CV to admin@lemoyne.org