



Organization: Art Center Sarasota

Location: Sarasota, FL

Website: www.artsarasota.org

Position Title: Education Coordinator

Position Type: Experienced (non-manager)

Position Level: Part-Time (will include Saturdays)

Education: Masters Degree (preferred)

Education Coordinator

Job Summary

The Education Coordinator is responsible for assisting the Education Director in running the Education Department. This mainly includes coordinating art instructional programs for youth and adults and coordinating our volunteers. This also includes Saturday afternoon programs for children of various ages, adult life sessions, Youth Summer Art camp and Winter Art camp, community outreach programming with the school system and local community groups. The coordinator works closely with the Education Director to create art focused programming that is friendly, open to all, inclusive and diverse.

Duties & Responsibilities

- With the Education Director, develop existing and new programming for youth and adults.
- Project management, creating and implementing timelines for education programs and ensuring that classroom space is available.
- Development of art instruction curriculum, scheduling and programming for the annual summer camp.
- Identify and interview camp instructors in the appropriate art genres and skill level for age groups. This includes completing background checks, references, curriculum reviews and orientations for instructors.
- Manage the schedules for the summer camp art instructors, and coordinate check requests to compensate the instructors for their time and supply reimbursement.
- Accept registrations, coordinate, and monitor registrant's attendance.
- Organizes supplies and classroom cabinets, requests for restocking materials and cleanliness of classrooms.
- Establishes and enforces workshop structure and rules that ensure the engagement and the physical and mental safety of all students.
- Occasionally attend summer camp program offerings to audit compliance, instruction, performance.
- Celebrates the achievements and successes of students.
- Oversee the coordination and instruction involved in the Slices of Art year-round program, working closely with the Sarasota school system to identify opportunities and to deliver instructional workshops in the school locations.
- Attends monthly meetings for SCAEP.
- Maintain knowledge of art education teaching methods, research, and best practices through professional development and study.
- Develop materials to market and broadcast the availability of education programs. Submit material for approval to the Education Director, and then facilitate the communication of material



to potential registrants through social media sites including the Art Center's Facebook page, website etc.

- Communication, liaising with teachers and students to ensure that materials are received in a timely manner. Working closely with the Education Director for marketing and press relations to promote upcoming education opportunities and events.
- Coordinate with staff the needs for volunteers each month. Contact volunteers with opportunities.
- Cultivate relationships with our pool of volunteers and grow volunteer opportunities and force.
- Support the Education Director and Executive Director and perform other duties as assigned with general administrative and coordination needs for all education programs offered by the Art Center.

Supervisory Responsibilities

- Supervises the work of part time, contract camp instructors 10-12 weeks per year.
- Supervises life sessions model pool.
- Supervises volunteers.
- Aids Education Director in monitoring artist instructors and students
- Proctors Zoom classroom and workshops as needed

Required Education and Experience

- 3-5 years of experience working with youth or adults in educational or instructional settings.
- Strong customer service and relationship skills, working closely with instructors, students, parents/guardians and staff.
- Demonstrated verbal and written communications skills.
- Art experience and passion gained through personal experience as an artist; as an arts instructor; or an arts advocate and ambassador as expressed through their own education and experiences.
- Experience creating workshop and classroom curriculum and content.
- Strong organizational time management, and project management skills.
- Proficient with the Microsoft office suite.
- Proficient with Google Suite.
- Proficient with Adobe Indesign, Spark and Photoshop.
- Comfortable working over Zoom or in person.
- Demonstrated abilities to coach and lead instructors.
- Ability to problem solve, take direction and take action.
- Collaborative team player, "all hands-on deck" when needed.
- Reliable and resourceful.

Preferred Education and Experience

- Bachelor's and other advanced degree in the arts preferred.
- Prior experience in a similar, community based, art center with members, adults and youth.
- Knowledge of the art tools and equipment necessary for art instruction.
- Familiar with Constant Contact, Zoom, Squarespace and Social Media.

Communication Skills

Must have excellent interpersonal and communication skills using the English language. Demonstrates the ability to: read, analyze, and interpret documents; respond effectively to the most sensitive inquiries or complaints; communicate effectively at multiple levels within the organization; manage communications



professionally and with respect; know when to escalate issues to upper management; communicate to various contractors and suppliers in a simple and timely manner. Fluency in Spanish is a plus.

Physical Demands / Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals who are differently abled to perform the essential functions. In addition to the usual office environment with frequent sitting, walking, and standing, the incumbent must be able to lift and carry objects up to 50 pounds, including tables, chairs, and pedestals. Frequent use of eye, hand, and finger coordination enabling the use of office machinery. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.

Affirmative Action / EEO Statement

Art Center Sarasota is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, artists, guests, and members of our community.

Disclaimer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may be subject to change.

How to Apply

Please send a copy of your resume and a cover letter to artcentersarasota@gmail.com with "Education Coordinator" in the subject line. Walk-ins or phone inquiries will not be accepted for this position.