

Lander Art Center

Education Coordinator Job Description

Position Title: Education Coordinator

Reports To: Executive Director

Schedule: 25 hours per week, some weekends and evenings required

Salary: \$12 - \$14 per/hr, commensurate with experience

Summary

This is a part-time position with flexible working hours and potential for long-term growth and development. Majority of work will be conducted at the Lander Art Center's 224 Main Street location and at our 320 Main Street Studio. The Education Coordinator is responsible for developing the Lander Art Center youth and adult education program, maintaining high quality instruction, supervising instructors and coordinating instructor and class evaluations, and tracking program success. The Education Coordinator must be a creative thinker and problem solver, quick to innovate and work within program budgets and other limitations.

Essential Duties and Responsibilities

Education Program

- Write grants and secure funding for education programming
- Develop and implement youth and adult education programming
- Monitor and evaluate education program effectiveness and quality
- Recruit and supervise art instructors
- Work to improve programs for continued success and growth
- Maintain and facilitate 320 Open Studio
- Creates online class listings and descriptions
- Track profit and loss for each class, each semester
- Implement class marketing strategy with staff assistance
- Coordinate scholarship drive each year

Outreach

- Identify and conduct outreach to underserved groups within Fremont County
- Works on outreach and coordination of annual Student Select Art Show
- Represent LAC at public events and act as key community relations builder

General

- Greet patrons and give info about exhibitions, membership, classes, and sponsorships
- Some work in Quickbooks required
- Assist with facility and administrative tasks as needed
- Assist with general cleaning and building maintenance

Class Instruction

In addition to 25 hours per week, this position will have the option to teach for additional hours if desired

Education

Undergraduate degree or equivalent experience
Knowledge of, and experience in the arts required
Experience working with underserved groups desirable

Skills and Abilities

Excellent interpersonal and communication skills
Strong computer skills in Microsoft Office applications required
Strong organizational skills
Adobe Design skills desired
Grant Writing experience a plus

Applicants should send a letter of interest, resumé, and two references to LAC Director, Samantha Rastatter, by **March 20th**. director@landerartcenter.com. For further inquiries call 307-332-5772.