

LUX Center for the Arts

Education Director Job Description

Summary

The Education Director works cooperatively with a small dedicated team of arts professionals and reports directly to the Executive Director. The Education Director will coordinate all aspects of the educational activities of LUX Center for the Arts by performing the following duties personally or through delegation to other resident artists, student interns, and volunteers. Primary responsibilities include carrying out the goals of LUX Center for the Arts board of directors strategic plan, scheduling of studio classes and instructors, coordination of workshops, marketing and promotion, oversight of studio maintenance and purchase supplies/equipment for classes. This position is 40+ hours per week.

Essential Requirements

The successful candidate is highly organized, a problem solver, and self-directed. They:

- ◆ are able to communicate orally and in writing;
- ◆ are able to lift 50lbs;
- ◆ are computer literate (mac os), proficiency with word & excel a must, proficiency with photoshop, illustrator and html coding a plus;
- ◆ have some mechanical aptitude;
- ◆ are familiar with ceramics, fibers, jewelry fabrication, printing, painting and drawing processes and equipment;
- ◆ have a valid driver's license;
- ◆ have a four-year degree in fine arts or art education, masters a plus;
- ◆ and have experience in teaching art classes, studio maintenance, lesson planning, and supervising staff, interns, and/or volunteers.

Job Responsibilities

- Plan, organize, maintain budget and evaluate all educational programming including youth and adult classes and workshops, after-school, private lessons, Saturday classes, community events, and the off-site Art Van deLUX program.
- Create and maintain lesson plans for classes.
- Identify, hire, and schedule art instructors for education programs, prepare contracts, and correspond with instructors.
- Inventory and purchase equipment, materials and art supplies for education programs per budget and as needed.
- Oversee set-up and clean-up of classroom/gallery space for educational programs.
- Recruit, train, and schedule volunteers and student interns.
- Create detailed class schedules/descriptions of program for publication three times per year.

- Develop and maintain system of ongoing correspondence with schools and other arts and community service organizations.
- Distribute scholarships for youth education programs.
- Maintain records of attendance, budgets, education mailing list.
- Assist the executive director with follow-up reports and final evaluations for grants received and programs completed.
- Be responsible for equipment and materials. Read and understand all manuals, trouble-shoot with resident artists and arrange for repair of all mechanical equipment in education department.
- Provide routine maintenance for studio equipment.
- Oversee, upload, and maintain education program offerings on online shopping cart.
- Coordinate teachers for Doane College classes held at the art center.
- Oversee hanging displays in alleyway gallery and multi-purpose room.

Artist-in-Residence Program

- With the executive director, recruit/make recommendations for Artist-in-Residence Program.
- Assign teaching responsibilities to Artists-in-Residence.
- Assign studio maintenance responsibilities to Artists-in-Residence.

Committee and Community Responsibilities

- Serve on the board's Education Committee, the Art of Fine Craft Committee, and other committees as assigned.
- Participate in Informal Educators Network.
- Collaborate with other community organizations and businesses as appropriate.

Marketing

- Prepare advertising of youth classes for Lincoln Public School's *Free Times* publication.
- Work with Executive Director to provide detailed schedules/descriptions of programs for the marketing coordinator in a timely manner for printing of education brochure.
- Coordinate distribution of class brochures; maintain list of drop-off locations for brochures.
- Establish and maintain communications with Lincoln Public Schools, home school associations, Lincoln's private schools, art clubs in Lincoln and surrounding communities, Nebraska Wesleyan University, Southeast Community College, Doane College, the University of Nebraska-Lincoln, Lincoln's senior centers, churches and other organizations potentially beneficial to the program.
- Communicate and coordinate with Marketing Coordinator regarding needs for other marketing needs for education programs as necessary.

Other duties as assigned.