

Job title	<i>Adult Education Coordinator</i>
Reports to	<i>Director of Education & Studios</i>
Classification	<i>Part- time Hourly</i>

Job purpose

The Adult Education Coordinator at the Art Association works with the Director of Education & Studios to oversee all adult education programming. Assists to improve teaching practices through collaboration with staff, community members, and students. Ensure student and instructor needs are met, and educational art goals are achieved in line with the organization's mission.

Duties and responsibilities

- Works with Director of Education & Studios
- Organizes adult instructors and educational programs including the Visiting Artist Program and TPAP
- Teaches youth or adult programming as needed
- Works with instructors to strengthen and support curriculum development
- Help instructors, students and other staff to ensure curriculum meets the organization’s mission and vision
- Identifies areas for improvement and training for new and existing staff recommendations to the Director of Education & Studios
- Maintain adult class schedule and expenses to ensure efficiency
- Maintain registration software
- Communicate with students on the various programs as needed
- Resolve conflicts that may arise with students and/or instructors
- Work closely with the Director of Education & Studios to ensure all numbers are reported accurately to the Director of Finance
- Work with other departments to achieve goals (Development, Communications, Finance)
- Work with Director of Education & Studios to support strategic planning, overall organization mission

Qualifications

- Bachelor's Degree or higher
- Knowledge of various art mediums
- Employee management skills
- Strong organizational skills
- Strong communication skills
- Ability to work on a team
- Strong conflict resolution techniques

Working conditions

Salaried nonexempt employees receive a salary rate for a fixed number of hours. However, when they exceed the fixed number of hours and work more than 40 hours in a week, they receive overtime compensation. A non-exempt employee is entitled to pay at the rate of one and one-half times their regular rate of pay for any hours worked in excess of 40 hours a work week.

Physical requirements

Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to lift, push, and pull up to 75 pounds. Ability to stand and walk for long periods of time. Ability to work outside in rain, wind, cold or heat.

Approved by:	<i>Jennifer Lee</i>
Date approved:	<i>1/31/2024</i>
Reviewed:	<i>1/31/2024</i>