



**Job Title -** *Education Manager*  
**Reports to -** *Director of Development & Education*  
**Classification -** *Full-time Salary Non-Exempt*

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**Job Purpose**

The Education Manager at the Art Association works with the Director of Development & Education to oversee all education programming. Assists to improve teaching practices through collaboration with staff, community members, and participants. Ensures participant needs are met, and educational art goals are achieved in line with the organization's mission.

**Key Responsibilities**

Management

- Works with Director of Development & Education to organize instructors and education programs
- Hire and manage the instructors to strengthen and support curriculum development
- Helps instructors, participants 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 HR Department
- Maintains class schedules and expenses to ensure efficiency
- Maintains registration software

Customer Service

- Communicates with participants and parents on the various programs as needed
- Resolves conflicts that may arise with participants, parents, and/or instructors, and submit necessary Incident Reports

Collaboration

- Ensures all numbers are reported accurately to relevant staff members
- Works with other departments to achieve goals (Development, Communications, Finance)
- Works with Director of Development & Education to support strategic planning, overall organization mission

**Qualifications**

- Bachelor's Degree in Business Administration or related field
  - Employee management skills
  - Strong organizational skills
  - Strong communication skills
  - Ability to work on a team
  - Strong conflict resolution techniques
  - Attention to detail
  - Knowledge of various art mediums helpful
  - Ability to lift, push, and pull up to 75 pounds
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