



*~ Bringing Art to Life ~*

**Position Title:**           **Arts Education Coordinator (AEC)**  
**Employer:**               **Maude Kerns Art Center – Eugene, OR**

**Job Summary:** The **Arts Education Coordinator (AEC)** is responsible for coordinating, administrating, and developing the Education Program for Maude Kerns Art Center (MKAC). The Maude Kerns Art Center was started in 1950 as an active non-profit, community visual arts center. The AEC must be energetic, diplomatic, flexible, and possess strong administrative and organizational skills. The AEC will lead a vital, interconnected community that offers visual arts learning opportunities for all ages. Work successfully with a broad spectrum of people, staff, art instructors, artists, students, parents, Art Center members, volunteers, school administrators, and other non-profit organizations. The AEC reports to and works directly with the Executive Director. Teamwork, communication, effective follow-through, attention to detail, and a positive attitude are essential. MKAC is an Equal Opportunity Employer.

**Qualifications:**

- B.A. or B.S. in Art, Education, Arts Administration and/or Arts Education or commensurate work experience
- Experience developing and coordinating education curriculum
- Strong organizational, administrative and effective communication skills
- Commitment to art education and enthusiasm to be part of a community Arts Center
- Team work philosophy
- Ability to work flexible hours, and hourly

**Duties:**

- Administer, coordinate, and implement educational curriculum including quarterly classes, workshops, spring break and summer art camps, and art lessons
- Have a working knowledge of Microsoft Word, Excel, Outlook, Access, PowerPoint, Adobe InDesign, Photoshop, Illustrator, and database software
- Create quarterly class schedules for web and print
- Work closely with instructors to maintain high quality educational experiences
- Maintain, recruit, and hire, a database of art instructors and art models
- Facilitate distribution of class schedules and flyers to the community, schools, and MKAC membership
- Develop and maintain contracts with instructors and partnering organizations
- Maintain budget of all income and expenses for education program

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**Duties (continued):**

- Process instructor and art model payments
- Purchase materials and track and budget class expenses
- Promote and process scholarship awards, while maintaining records and providing reports of available scholarship funds and recipients
- Prepare for and work at the Art Center's primary fundraising event, the Art and the Vineyard Festival in Eugene, July 4 – 9, 2018
- Work with the publicity coordinator to develop information for newsletter, press releases, and publicity pertaining to education
- Daily organization and cleaning of classrooms; upkeep of materials and supplies
- Assist in classrooms when necessary
- Outreach and successful recruiting of instructors and class assistants
- Prepare reports of class enrollment and income, projected and current budget
- Assist with Art Center events, including opening receptions, special events, artist lectures and meetings
- Pick-up and delivery of schedules and art supplies
- Available to work weekend and evening events with compensation

**Start Date:** January 2018

**Full-time:** 40-hours per week

**Pay Rate:** \$11.40 per hour

**Application Deadline:** December 22, 2017

**Questions:**

Please answer all questions on a separate sheet of paper and attach to Cover Letter and Resumé.

1. Why are you seeking this position at Maude Kerns Art Center?
2. Please tell us where you see yourself in one year and three years?
3. What is your administrative experience?



**MAUDE KERNS** art center

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**Documents for Application:**

- Resumé
- Cover Letter
- Responses to all Questions (provided on separate pages)
- List of (3) References with phone numbers

**Application Process:**

To apply, email all application materials to [karen@mkartcenter.org](mailto:karen@mkartcenter.org). Applications may be emailed, mailed, or dropped off at the Art Center. **Review of applicants starts immediately.**

Thank you for your application.

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