



*~ Bringing Art to Life ~*

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

**Job Summary:** The **Arts Education Coordinator (AEC)** coordinates, administers, and develops art education programs for Maude Kerns Art Center (MKAC), 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 of teaching and learning for all ages at MKAC. This candidate must be able to work successfully with a broad spectrum of people, including artists, students, art instructors, volunteers, parents, Art Center members, school administrators, other non-profit organizations, and the general public. The AEC reports to and works under the supervision of the Executive Director. Teamwork, communication, effective follow-through, attention to detail, and a positive attitude are essential to success in this position. Maude Kerns Art Center is an Equal Opportunity Employer.

**Required Qualifications:**

- B.A. or B.S. in Art, Education or related field (with preference given to those with Arts Administration and/or Arts Education coursework) or commensurate work experience
- Experience developing and coordinating education programs
- Strong organizational, administrative and effective communication skills
- Commitment to art education and enthusiasm to be part of a community arts center
- Experience working or volunteering with nonprofit organizations
- Ability to work flexible hours and overtime

**Essential Duties:**

- Administer, coordinate, and implement new and existing educational programs including quarterly classes, workshops, summer camps, and private art lessons
- Have a working knowledge of Microsoft Word, Excel, Outlook, Access, PowerPoint, Adobe InDesign, Photoshop, Illustrator, and database software
- Create quarterly class schedule for print and web
- Work closely with instructors to maintain high quality educational experiences
- Recruit, hire, and maintain database of current and potential art instructors and art models
- Facilitate distribution of class schedules and flyers to the community, schools, and MKAC membership

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**Essential Duties (continued):**

- Develop and maintain contracts with instructors and partnering organizations
- Maintain budget of all income and expenses for entire education program
- Process instructor and art model payroll for up to 25 independent contractors
- Purchase, track, and budget class materials
- Promote and process scholarship awards, while maintaining records and providing reports of available scholarship funds and recipients
- Coordinate and produce the Youth Art Arena & Youth Art Stage for the Art Center's primary fundraising event, Art and the Vineyard which takes place over the July 4<sup>th</sup> weekend
- Work with publicity coordinator to develop information for newsletter, press releases, and all other publicity pertaining to educational programs
- Daily organization and cleaning of classrooms; upkeep of materials and supplies
- Assist in classrooms when necessary
- Outreach and successful recruiting of interns & volunteers
- Preparation of monthly reports of class enrollment and income, projected and current contract expenses to Executive Director
- Assist with Art Center events, including opening receptions, special events, artist lectures. Possible weekend and evening events.
- Pick-up and delivery of schedules and art supplies



**MAUDE KERNS** art center

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**Desired Start Date:** June, 2017

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

**Application Deadline:** Open until filled

**Starting Salary:** \$23,700

**Supplemental Questions:**

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

1. Why do you want this position at Maude Kerns Art Center?
2. Please paint a picture about where you see yourself in one year and three years?
3. Where do you see visual arts education going in the future?

**Required Documents for Application:**

- Resume
- Cover Letter
- Responses to all Supplemental Questions (provided on separate pages)
- List of (3) Professional References with contact information

**Application Process:**

**Review of applicants will start immediately.** To apply, email all application materials to [staff@mkartcenter.org](mailto:staff@mkartcenter.org). Applications can also be mailed to or dropped off at the Art Center.

Thank you for your application.

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