



**Position Title: Arts Education Coordinator (AEC) 02/09/18**

**Employer: Maude Kerns Art Center – Eugene, OR**

**The Maude Kerns Art Center (MKAC)** was started in 1950 as an active non-profit community visual arts center. MKAC is in the process of expanding its teaching facilities and seeks a highly motivated **Arts Education Coordinator (AEC)** to revitalize and expand its education programs. The AEC is responsible for coordinating, administering, and developing MKAC's education programs. 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, and must be able to work successfully with a broad spectrum of 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.

The Maude Kerns Art Center is an Equal Opportunity Employer.

**Minimum qualifications:**

- Bachelor's degree in Art, Education, Arts Administration, Art Education, or commensurate work experience
- A strong track record in teaching art or administering art education programs
- Strong, effective organizational, administrative and communication skills
- Commitment to art education and enthusiasm to be part of a community art center
- Teamwork philosophy
- A working knowledge of Microsoft Word, Excel, and Outlook, and Adobe InDesign or Illustrator
- Ability to work flexible hours



**Preferred qualifications:**

- An advanced degree in Art, Education, Arts Administration, Art Education, or commensurate work experience
- A working knowledge of Microsoft Access and PowerPoint, Adobe InDesign, Photoshop, Illustrator, animation software, film editing software, and other related digital skills
- A significant resumé and portfolio as a visual artist

**Duties:**

- Administer, coordinate, and implement educational curriculum including classes, workshops, spring break and summer art camps, and art lessons
- Create quarterly class schedules for web and print
- Work closely with instructors to develop high quality programs
- With the advice of the MKAC's most experienced teachers, recruit, hire, and retain art instructors and art models and maintain a database
- Help distribute of class schedules and flyers to the community, schools, and MKAC membership
- Develop and maintain contracts with potential instructors and with partnering organizations
- Prepare and maintain the budget for the Education Program and reports of class enrollment income, and expenses
- Process instructor and art model payments
- Purchase materials, budget and track 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
- Ensure the 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:** as soon as possible

**Hours:** negotiable (20 to 40-hours per week)

**Pay rate:** competitive, based on qualifications and hours

**Application deadline:** open until filled

**Questions:**

Please answer these three questions on a separate sheet of paper and attach to your cover letter and resumé:

1. Why are you seeking this position at Maude Kerns Art Center?
2. How would you grow and improve MKAC's art education programs?
3. Based on your experience, what do think the main challenges will be in this position?

**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 [staff@mkartcenter.org](mailto:staff@mkartcenter.org), or mail, or drop off at the Art Center. **Review of applications starts immediately.**

Thank you for your application.

Maude Kerns Art Center  
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