



**Position Title: Arts Education Coordinator**

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

Founded in 1950, Maude Kerns Art Center (MKAC) is a nonprofit community center dedicated to the visual arts. Our mission is to promote and advocate for the creation and appreciation of the visual arts by offering a wide variety of education and exhibition programs for all ages, studio space for artists, and support for community artists.

The Arts Education Coordinator (AEC) is responsible for coordinating and developing MKAC's education programs. The AEC leads a vital, interconnected team of instructors and artists that offer visual arts learning opportunities for all ages. The AEC must be able to work successfully with a broad spectrum of staff, instructors, artists, students, parents, Art Center members, volunteers, and other community partners. The AEC reports to and works directly with the Executive Director.

**Required Skills & Experience:**

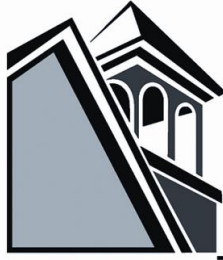
- Bachelor's degree or commensurate work experience
- Minimum 1-year experience in teaching art or coordinating art education programs
- Familiarity with Microsoft Office Suite
- Strong organization and communication skills
- Ability to work flexible hours

**Preferred Skills & Experience:**

- Bachelor's degree in Art, Art Education or Studio Art
- Experience developing lesson plans for a variety of artistic mediums
- Experience working in ceramics and/or printmaking
- Experience working with youth ages 6-12 and teens ages 13-18
- Experience organizing and maintaining classroom or studio spaces
- Basic understanding of budgets
- Experience working with graphic design, or a willingness to learn

**Duties & Responsibilities:**

- Develop, coordinate, and implement arts education programs for youth, teens, and adults including classes, workshops, studios, spring break and summer art camps, and private art lessons
- Create quarterly class schedules for email and print
- Oversee education program registrations, payments, and attendance
- Recruit, train, and supervise roster of art instructors and art models



# MAUDE KERNS art center

*~ Bringing Art to Life ~*

- Work closely with instructors to develop lesson plans
- Assist instructors with classroom activities when necessary
- Manage contracts with instructors and community partners
- Track and process instructor and art model payments
- Manage education program budget and provide regular reports
- Order and track education program art materials and supplies
- Maintain the daily organization of classrooms, studios, and equipment
- Process scholarship applications and maintain scholarship award records
- Oversee evaluation and assessment of education programs and instructors
- Provide education content for newsletter, press releases, and social media
- Develop and coordinate the Youth Art Arena at the Art Center's primary fundraising event, the Art and the Vineyard Festival
- Assist with Art Center events, including opening receptions for exhibits, fundraisers, and community outreach events
- Assist with occasional evening and weekend Art Center events
- Other duties as assigned

**Hours:** Full-time, 40 hours per week, exempt

**Salary:** \$35,600 - \$38,000

**Benefits:** paid Health benefits, paid vacation and holidays

### **Application Process:**

To apply, please email all application materials to [staff@mkartcenter.org](mailto:staff@mkartcenter.org)

Review of applications starts immediately, but position will remain open until filled.

### **Application Materials:**

- Cover letter describing experience, skills, and how you are an ideal candidate
- Resume
- Three professional references

### **Equal Employment Opportunity**

Maude Kerns Art Center (MKAC) is an equal-opportunity employer. MKAC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity and expression, veteran status or any other basis prohibited by local, state, or federal law. We encourage people from all backgrounds to apply.