

Job Title:	Education Programs Manager, Kala Art Institute
Department:	Education
Direct Report:	Executive Director
Hours:	36 Hours/Week
Compensation:	Salary range (\$44,500-\$47,000)
Benefits:	Comprehensive Benefits Package after 3 months

Kala Art Institute, a dynamic, non-profit arts organization in Berkeley, CA is looking for an Education Programs Manager to oversee day-to-day operations and management of Kala's education program with a focus on youth education and related outreach and support. Current youth art programs include Artists-in-Schools, off-site art residencies at public schools in Berkeley, Emeryville, and Oakland as well as a range of on-site art programs such as Camp Kala, Field Trips, Family Art Days, After School, and Saturday Teen Studio Workshops. This position also works with and supports the Adult Classes Program Manager in day-to-day implementation of the adult classes program, 100+ classes each year ranging from printmaking (screenprint, etching, lithography, letterpress, etc.) to photography and professional practices. We're seeking a team player who is passionate about nurturing the creative spirit across generations, is detail-oriented with strong communication and marketing skills, and has the ability to connect with educators, artists, schools, funders, families, and youth.

Kala Art Institute is an Equal Opportunity Employer and encourages diversity. ***Applications will be reviewed and interviews set up on a rolling basis. Final deadline Wednesday, July 10, 2019 with a projected start date: August 2019***

YOUTH ART PROGRAMS (Artists-in-Schools, After School Studio, Saturday Teen Studio, Camp Kala, Family Art Days)

- Maintain master calendar of youth and family programs, 12-20 school residencies and a roster of on-site programs, manage hiring and coordinating schedules for approximately 25-30 teaching artists per year.
- Respond to regular program inquiries by phone and email.
- Promote programs through Kala website, print media and social media, and in-person events; Write copy for e-newsletter, website, print, and social media.
- Update Kala website EDUCATION section with new classes, program updates and changes.
- Manage Kala's online registration system, ActiveNet.
- Recruit, interview and hire Teaching Artists, Interns, and Assistants.
- Create and process hiring paperwork for all Teaching Artists.
- Schedule orientation meetings at school sites and/or Kala and coordinate with studio managers; Lead program orientation and policies, contracting/compliance, curriculum design, and documentation guidelines.
- Support Teaching Artists by providing training in classroom management and curriculum design, monthly evaluations, and classroom observations.
- Maintain organization and accessibility of supplies/equipment for classes.
- Manage and schedule exhibitions for Youth Arts Programs.

- Develop and maintain archive of previous lesson plans, classes, instructors, students, surveys, and images.
- Track class enrollment and generate enrollment and budget reports/summaries for each semester.
- Create and maintain contracts and MOUs with school districts and other partners.
- Track and communicate budget.
- Invoice schools/outside agencies on a regular basis (monthly).
- Create invoices for teaching artist fees and materials reimbursements and submit to bookkeeper in a timely manner.

ADULT CLASSES: Two Class Seasons- Winter/Spring and Summer/Fall

- Collaborate with Adult Classes Program Manager on vision for Kala's Adult Education Program.
- Work with Program Manager to analyze effectiveness of program goals and objectives on an annual basis.
- Edit copy for web and printed material.
- Collaborate and troubleshoot hiring and communication with teachers over the course of the year (approximately 30-50 teachers per year).
- Communicate with studio managers regarding teacher orientations, as needed. Consult on pay rates and policies.
- Consult on class evaluation systems.

FUNDRAISING & ORGANIZATIONAL INITIATIVES

- Provide support with all fundraising efforts related to education programs (i.e. grant writing/ reports, auction fund-a-need program and outreach, compiling data and visual materials, letters of support, soliciting donations from local businesses, etc.)
- Help coordinate major fundraising events through committee participation; Offer support for any additional events/ fundraising activities related to educational programming.
- Research funding opportunities for artists and art education; Support general fundraising efforts.
- Support recruitment and training of interns/volunteers; Supervise Education Interns and related projects.
- Share responsibility for maintaining gallery hours, assisting with special events including artists' talks, openings, donor cultivation, etc.
- Attend staff, programming, marketing meetings and serve on committees like auction and strategic planning.

QUALIFICATIONS

- BA and/or Master degree in Art, Art Education, Education, Art History, or related fields.
- 2+ years of experience facilitating art education to youth and/or adults in a professional setting.
- Proven track record of success in program management and sensitivity to and understanding of the needs and interests of diverse artists and participants.

- Demonstrated knowledge of marketing/outreach and/or creative problem solving skills.
- Knowledge of and connections with Bay Area Art and Education Community; non-profit experience is a plus.
- Has an overall positive attitude, a strong interest in learning, shows personal initiative, and ability to work as a team member in a fast-paced creative environment.
- Excellent written, verbal communications, and computer skills, including experience using Google Drive, Excel, Filemaker, Artbase, Wordpress, Adobe Creative Suite

HOW to APPLY

Applications will be reviewed on a rolling basis with a final due date of July 10, 2019. Please send a cover letter, resume, and three references (names, emails, and phone numbers) to Ellen Lake, Managing Director at jobs@kala.org with Education Programs Manager in the subject line.