

Job Title: Education Program Coordinator, Adult Classes, Kala Art Institute
Department: Education
Direct Report: Education & Public Programs Manager
Hours: 16 Hours/Week
Compensation: \$26/hr, part-time 16 hrs a week
Benefits: **Pro-rated vacation and sick time, no medical/dental benefits**

Kala Art Institute, a dynamic, non-profit arts organization in Berkeley, CA is looking for an Education Program Coordinator, Adult Classes to schedule and manage adult classes and community workshops. The Program Coordinator is responsible for the day-to-day implementation of the adult classes program, approximately 85 classes each year ranging from printmaking (screenprint, etching, lithography, letterpress, etc.) to photography, digital media, fine arts, 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, teaching-artists, and artists, and community.

Projected start date: January 2022

DUTIES AND RESPONSIBILITIES

Adult Education: Two Class Seasons- Winter/Spring and Summer/Fall

- Manage overall program, and work with the Education & Public Programs Manager to analyze effectiveness and outcomes on an annual basis.
- Create and organize biannual class schedules (in-person and/or online) for the upcoming year including registration materials (pdf, online, and through Activenet registration system)
- Write and edit programs and printed material (working with Kala Education & Public Programs Manager).
- Communicate with teaching artists on class proposals and schedules, curricula, and follow up on art supplies, class materials, and equipment needs; communicate any relevant class information with teachers and students; and communicate class needs with Education and Print Studio teams as needed.
- Update Kala website with new classes and online registration details.
- Write for e-newsletter and create content for Kala's social media sites and related print media.
- In collaboration with the Kala Staff, promote classes through electronic, print media, social media and in-person events/appearances.
- In collaboration with Education & Public Programs Manager, manage and create partnership programs to cross-pollinate and promote class program
- Manage all hiring, communication, and payroll for approximately 20-30 teachers over the course of the year.
- Respond to all questions about the program through phone and email.
- Manage Activenet registration system and assist student registration for classes; make sure activenet confirmations and materials lists to enrolled students are accurate, mail updated class registration lists to teachers prior to class.
- Create and manage class evaluation systems.

- Coordinate with Print Studio or Education and Gallery managers to set up gallery and classrooms with tables, chairs, and various equipment including projectors and other tech needs.
- Photograph classes for marketing materials.

Community Engagement

- Assess scholarship and sliding scale models for classes and workshops yearly and make adjustments as needed.
- Develop and coordinate open access days for short term access to the studio for members outside of the Kala community in collaboration with the Studio Manager and Education Team (depending on funding)
- Organize a once-a-year open to the public studio event, in coordination with the Studio Manager and Education Team (depending on funding)
- Reach out to colleges to expand the field trip program in the studio (in person and online).
- Collaborate with Education & Public Program Manager for cross-space programming and public engagement events (family events, community classes, etc.).

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.)
- 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.
- Attend staff and ARC (Anti-Racism Committee) meetings

This position may require evening and weekend hours when classes are in session.

This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change, or be eliminated.

QUALIFICATIONS

- BA and/or Master degree in Art, Art Education, Education, Art History, or related fields.
- 2+ years of experience facilitating art education and/or teaching experience in printmaking, visual and/or interdisciplinary arts with youth/adults in a professional setting.
- Knowledge of various visual art tools and techniques required; printmaking experience highly desired but not required.
- 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 the Bay Area Art and Education Community; education and non-profit experience are a plus.
- Has an overall positive attitude, a strong interest in learning, shows personal initiative, and ability to work well both independently and as a team member in a fast-paced creative environment.

- Excellent written, verbal communications, organizational skills, 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. Please send a cover letter, resume, and three references (names, emails, and phone numbers) to Gisela Insuaste, Education & Public Program Manager at jobs@kala.org with Education Program Coordinator in the subject line.

EOE STATEMENT

Kala Art Institute is an Equal Opportunity Employer and encourages diversity. Kala does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal legal system, or any other basis prohibited by law.