

Education Manager

Summary of Position

This role is responsible for executing The Current's studio-based art education and outreach programs and managing all education team members. This position works collaboratively with the Executive Director to set the vision and programming strategy for youth, teen, adult, and family classes and workshops. The Education Manager works closely with the Deputy Director to recruit, hire, mentor, and retain staff and assess and evaluate programming. The role requires the ability to work with extreme accuracy and efficiency, a high degree of dependability and professionalism, expertise in customer service, strong knowledge of curriculum design and office fundamentals, the ability to maintain good spirit and humor under pressure, and trustworthiness.

Salary: \$55,000

Duties & Responsibilities

- **Program Design and Oversight**
 - Oversee all youth, adult, and all-ages education programming in consideration of the annual budget and in collaboration with Teaching Artists.
 - Create brief descriptions for all programming in collaboration with and approved by the Teaching Artists and Executive Director. Work collaboratively with Teaching Artists to develop and refine curricula that are in line with programming objectives.
 - Monitor the overall success of programming by assessing the quality of student work coupled with findings gleaned through teacher, student, and guardian survey data.
 - In collaboration with the Executive and Deputy Director, help to develop and maintain a budget for the education program. Create projected budgets and routinely monitor actuals v. projected revenue through budget reports.
 - Author or update policy documents, as needed, and ensure policy changes are approved by the Executive Director and communicated to all relevant parties.
- **Education Team Management**
 - Research, recruit, mentor, and train all education team members in collaboration with the Deputy Director.
 - Oversee the mentorship and day-to-day supervision of all education team members.
 - Continue to grow and foster a pool of qualified Teaching Artists, volunteers, Teaching Assistants, and Education Interns through deepening and developing relationships with existing team members, regional highschools, colleges, and art centers.
 - Work with the Marketing team and Deputy Director to create an annual schedule for class releases and marketing.
- **Teaching Artist Relationships**

- Conduct in-class observation of all new Teaching Artists and Teaching Assistants; offer feedback and/or professional training as needed. Ensure Teaching Artists are meeting contractual obligations for course development.
- Support Instructors by substituting or securing substitute instructors.
- Survey Teaching Artists after each session and work toward increased and steady teacher retention.
- Ensure Teaching Artists receive adequate training on organizational, safety, behavioral, and in-class policies.
- **Student & Family Relationships**
 - Serve as a welcoming presence and face of the organization.
 - As part of The Current team and in an ambassador role, encourage membership among students or guardians of students, and encourage visitors to take classes. Identify participating families as potential donors during our Annual Appeal.
 - Ensure participation surveys are offered to all participants and that data is entered into the survey interface in a timely manner.
 - Combined with participation reports, utilize survey data and trends to make programmatic adjustments aimed at strengthening offerings and revenue.
 - Maintain clear and timely communication with participants and their families.
- **Physical Space & Supplies**
 - With support from the Program Assistant, maintain a running inventory of class supplies and ensure that materials are used in a sustainable manner by Teaching Artists. Provide clear instructions to Teaching Artists on sustainable usage.
 - Work with Teaching Artists to ensure that all necessary supplies are available and class-specific expenses are included in tuition.
 - Compare current inventory against anticipated class-specific supply needs at least two weeks prior to the start of a class. Request needed supplies through the Office Administrator and in consideration of the Education budget and with approval from the Executive Director.
 - Manage set-up of classrooms for teaching artists with Program Assistant support.
- **Public & Special Events**
 - Coordinate the annual Student Art Show with support from the Program Assistant including press, scheduling, and selection of a guest school.
 - Oversee public events related to education, including family days and open house.
 - With Program Assistant support, oversee and schedule art celebration parties.
 - Oversee, schedule, and assign private studio lessons to Teaching Artists.
- **Community Outreach & Promotion**
 - Lead outreach efforts to Vermont youth and schools.
 - Attend occasional Friday morning meetings at the Stowe Elementary School and communicate regularly through the SES Green Letter. Identify methods for engaging middle and high school.
 - Foster relationships with partnering organizations, including the SES PTO, Stowe Recreation Department, Stowe Children's Theater, and others.
 - Work with principals, guidance counselors, and educators at public schools in Stowe, Waterbury, Johnson, Eden, Hardwick, Jeffersonville, Cambridge, and Wolcott to identify students in need of scholarships, provide wrap-around support, and award specific "merit-based" scholarships.

- Conduct personal outreach to past participants and help match student interests with relevant classes/camps.
- **Professional Development**
 - Seek professional development opportunities through mentors, classes, observation at other institutions, and other avenues.
 - Share professional development findings with staff and/or teaching artists.

Other duties as requested.

Reporting Structure

The Education Manager reports to the Executive Director for vision, budget, and programming strategy and to the Deputy Director for operational and administrative matters. The Education Manager works as a team with the Ceramic Studio Manager and Program Assistant. This position works closely with all employees.

Values

Openness

We value teamwork and collaboration; active listening; open, respectful, and clear communication.

Accountability

Each of us is responsible for our own words, actions, and results.

Integrity

We act with uncompromising commitment, honesty, integrity, respect, and trust in all we do. We are inspiring and inspired by the quality and excellence of our work and the honesty of our relationships.

Connection

We celebrate participation, partnership, and collaboration. We value inclusion and engagement with the community.

Respect

We recognize and respect that we all have different experiences, backgrounds, perspectives, and opinions and we can learn from each other; we value diversity and equity.

Equal Opportunity Employment

The Current is an equal opportunity employer and encourages candidates of all ethnic, racial, and religious backgrounds to apply. The Current employees are selected on the basis of ability without regard to age; (dis)ability; ethnicity; faith or religious belief; family, marital or parental status; gender identity; language; national origin; political perspective; race; sex; or sexual orientation.