



Education Director
Aiken Center for the Arts (Aiken, South Carolina)

Type: Full Time, Permanent
Salary: \$38,500 (may be negotiable)

Posted: 8/1/17

Description:

For almost 45 years, the Aiken Center for the Arts (ACA) has been a driving force in the CSRA region fostering partnerships for growth of an arts community and providing arts education, cultural activities, and arts opportunities that enrich the quality of life in Aiken. Each year over 30,000 guests have the opportunity to participate in all facets of the arts through our programs: Aiken Youth Orchestra (AYO), Group Strings, Art Classes/Workshops for children and adults, Camps, Gallery Exhibitions, outreach programs and special events.

Aiken Center for the Arts' education programs offer a unique and creative learning experience for children, teens and adults, ages 4+, where they can socialize and expand their talents. Every ACA instructor is an experienced, professional artist, and our low student-to-teacher ratio ensures participants receive individual attention and feedback. Work days are Monday-Friday, with occasional evening and weekend hours. Flexible hours may be an option.

Major Responsibilities & Duties:

- Comprehensive development and management of education programs for ACA. Develop curriculum for the Classes, Camps and Workshops and manage all aspects of the program including employment of teachers.
- Coordinate Scholarship Program and assure compliance with established policies, procedures and budgets.
- Maintain outreach with community organizations and schools and represent ACA in external education meetings.
- Supervise a staff of professional teaching artists and an intern. Conduct formal teacher (written) observations.
- Oversee and manage all operations of the Aiken Youth Orchestra, including two performances each year.
- Manage fiscal expenditures and revenue including spending for program supplies and equipment; efficiency rate of related service providers; monitor student enrollment and attendance, and other fiscal issues.
- Ensure programs meet stated objectives. Survey members' interest in programs, tracks member program participation, and program outcomes; plan and implement changes to improve results.
- Ensure programs are gender inclusive and are sensitive to cultural diversity.
- This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Skills, Knowledge & Abilities

- Experience in working with children and adults of all ages. Teaching and instructing and/or developing curriculum and planning coursework is desirable.
- Knowledge and experience in arts-based curriculum development.
- Knowledge of educational systems and requirements.
- Ability to multi-task, managing several projects at once while meeting required deadlines and project milestones.
- Demonstrate ability to provide education team leadership and supervision as well as ability to work well in the ACA Team
- Ability to interpret and apply policies and standards.
- Strong organizational and planning skills.
- Demonstrated effective verbal, writing, and interpersonal communication skills.
- Ability to analyze and report on program effectiveness.
- Proficiency in computer applications for word-processing, spreadsheet and database software.

Qualifications:

Bachelor degree from a four year accredited college or university in a field related to the arts, education, or communication. Education and experience in the fields of the arts, education, personnel management, business administration, program development, and public relations are preferred.

To Apply:

Submit cover letter and resume by email to execdir@aikencentreforthearts.org or regular mail to:

Mary Coleman
Aiken Center for the Arts
122 Laurens St. SW
Aiken, SC 29801

Review of applicants will begin on August 10 and will continue until the position is filled.

Aiken Center for the Arts is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age, Handicap or National Origin.