



Director of Youth Education

Reports to: Chief Executive Officer

Supervises: Youth Education Coordinator, Youth Visual Art Faculty, AmeriCorps VISTA

The Director of Youth Education leads the 1st-12th grade visual art education program at the Lawrence Arts Center. Working closely with the youth education team, the director establishes the scope, sequence, focus and content of the youth visual art education program, develops its curriculum and manages faculty. The Director of Youth Education is also a steady presence in the program, working directly with students in the studios and classrooms, teaching two to three visual arts classes each week. This position includes community engagement, cross-curricular planning, translating STEAM curriculum to online platforms, and coordinating with community partners. The ideal candidate for this position possesses the optimism, flexibility, professionalism, passion and dedication to the arts that characterizes the Lawrence Arts Center. This is a full-time salaried position with competitive compensation, benefits, and 401K.

Responsibilities include:

- **Develop, implement and manage youth education programs (1st -12th grades) to maximize social impact, engagement, while balancing accessibility with profitability.**
- Lead the youth art education team to develop visual art education classes, curriculum and lesson plans for youth art education program for students in 1st-12th grades.
- Provide a steady and reliable presence in youth art education studios and programs.
- Serve as lead instructor; teach two to three regular classes each session.
- Recruit, hire and manage youth education faculty.
- Manage interns and volunteers, integrating them into educational programs.
- Coordinate instructor substitutes when necessary, and serve as substitute instructor if a substitute is unavailable.
- Implement contracts and coordinate monthly payroll for youth education staff and faculty.
- Lead the 1st-5th grade STEAM program, including content development, instructor supervision and program evaluation.
- Lead the implementation of the STEAM curriculum dissemination project with AmeriCorps VISTA.
- Connect youth art education programs and curriculum with other Arts Center programs.
- Plan and implement community engagement with public schools and community partners.
- Develop and facilitate Creative Youth Development programs that foster community relationships.
- Provide 1st-12th programming content for session catalog and web enrollment.
- Work with program coordinator to monitor class enrollment.
- Work with program coordinator to communicate program details and information to students, families, and faculty.
- Collect, analyze and interpret youth program evaluation data.
- Gather feedback from students, parents, and faculty, and implement improvements accordingly.

Works with the Chief Executive Officer to:

- Identify and manage program needs and challenges.
- Pinpoint and celebrate successes.
- Evaluate program and identify areas of growth.
- Develop internal policies and procedures governing the program.
- Develop annual education budget.
- Address any challenges to and within the program.

Works with Director of Residencies and Adult Education to:

- Coordinate Artists in Residence outreach to area high schools and any projects with Creative Youth Development programming.
- Collaborate on the integration of youth and adult programs to compliment, balance, and support each other.
- Coordinate studio and instructor schedules.

Works with Studio Manager to:

- Develop and administer proper studio procedures, processes, rules and policies.
- Ensure all youth programs are equipped to provide exceptional experiences for students and faculty.
- Manage annual supply budget by monitoring monthly expense/revenue records for each youth program area.
- Communicate with parents and community through blogs, updates, and direct emails.

Works with the Marketing Team to:

- Promote youth education and opportunities at the Lawrence Arts Center.
- Provide information for printed programs, marketing materials, website, eblast, and newsletters.
- Meet all deadlines set for marketing, publicity and program materials.

Works with Front Desk & Administrative Staff to:

- Communicate program information, activities, and changes to students, families and the public.
- Monitor class enrollment and wait lists.
- Confirm class schedules and manage enrollment including added sections, combined classes, over-enrollment, cancellations.

Minimum qualifications: Master's degree or equivalent experience in visual art education, education, curriculum design or a related field with three to five years of experience in teaching. Candidate should have established classroom training and proven teaching skills with a wide range of age groups, experience in diverse classroom settings, and a breadth of history in the arts with robust organizational and communication skills; a strong sense of community, energetic creativity, and optimistic attitude. Ability to problem solve and multi-task with a commitment to a harmonious team environment are essential.

Preferred qualifications: Teaching certification or certification eligible. Experience working as an educator in a community setting such as a museum, city or community arts organization. A demonstrated interest in STEM fields and/or experience with STEAM education, creative youth development and community-based arts experiences.

To apply: Send cover letter, resume, list of 3+ references to margaret@lawrenceartscenter.org