



~ *Bringing Art to Life* ~

**Job Title:** Director of Arts Education

**Organization:** Maude Kerns Art Center

**Location:** Eugene, OR

**Reports To:** Executive Director

**Status:** Full-Time, Exempt

**Salary Range:** \$45,000 - \$48,000, based on experience

**Benefits:** paid Health benefits, paid vacation and holidays

**About Us:** Founded in 1950, Maude Kerns Art Center is a nonprofit community center dedicated to the visual arts. Our mission is to promote and advocate for the creation and appreciation of the visual arts by offering a wide variety of education and exhibition programs for all ages, studio space for artists, and support for community artists.

**Position Summary:** The Director of Arts Education provides strategic and operational leadership for all arts education programs. This role oversees program design, implementation, evaluation, and growth while ensuring artistic excellence, educational impact, and alignment with the organization's mission. The Director of Arts Education works closely with staff, teaching artists, schools, and community partners, to deliver inclusive, high-quality arts learning experiences.

This is a management role ideal for a collaborative, hands-on leader who thrives in a small nonprofit environment.

#### **Key Responsibilities:**

##### **Program Leadership & Strategy**

- Lead the vision, planning, and continuous improvement of all arts education programs.
- Recruit, train, support, and supervise teaching artists and program staff.
- On a quarterly basis, develop new classes and steward continuing core classes for adult, youth, middle school, and high school programming.
- Ensure programs are pedagogically sound and aligned with organizational goals.
- Identify opportunities for program growth, innovation, and community impact.



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### **Program Management & Implementation**

- Oversee day-to-day operations of arts education programs, including schedules, curricula, and logistics.
- Work closely with teaching artists to develop classes - including supporting lesson plan development, creating materials lists, and scheduling dates.
- Oversee education program registrations, payments, and attendance.
- Maintain the daily organization and inventorying of studio classrooms.
- Order and track education program art materials and supplies.
- Process scholarship applications and maintain scholarship award records.
- Create content for monthly newsletters, term-to-term printed schedules, website, email and social media

### **Evaluation & Reporting**

- Design and oversee program evaluation methods to assess outcomes and impact.
- Collect, analyze, and report data for internal learning and grant reporting.
- Use evaluation findings to strengthen program quality and effectiveness.

### **Budget & Resource Management**

- Develop and manage program budgets in collaboration with the Executive Director.
- Monitor expenses and ensure responsible use of resources.

### **Qualifications:**

- Bachelor's degree or commensurate work experience.
- 3+ years of experience in arts education, education program management, or a related field.
- 1-3 years of teaching with at least two of the following age groups: youth (6-11), middle school (11-15), high school (15-18).
- Experience supervising staff and/or teaching artists.
- Knowledge in assessing teaching ability and lesson planning.
- Experience with and knowledge of working with studio classroom spaces.
- Experience with payroll, budgeting, and contract development.
- Familiarity with Microsoft Office Suite and Google Suite.
- Excellent communication skills, both written and verbal.



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- Highly organized, detail-oriented, and able to manage multiple priorities.
- A self-starter with creativity and initiative, comfortable working independently in a small team environment.

**Preferred Skills & Experience:**

- Master's degree in arts education, education, arts administration, or a related field.
- 3-5+ years' experience in assessing potential teachers in various art disciplines.
- Experience developing lesson plans for a variety of artistic mediums.
- Experience with all program ages: youth, middle school, high school, and adult.
- 3-5 years of progressive program development and management, preferably in the arts.
- Understanding and familiarity with Visual Thinking Strategies.

**How to Apply:**

Please submit a resume, a brief cover letter on how you are an ideal candidate, and 3 professional references to [staff@mkartcenter.org](mailto:staff@mkartcenter.org) with the subject line Director of Arts Education Application – (Your Name). Review of applications starts Feb. 16th, but position will remain open until filled.

**Equal Employment Opportunity**

Maude Kerns Art Center (MKAC) is an equal-opportunity employer. MKAC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity and expression, veteran status or any other basis prohibited by local, state, or federal law. We encourage people from all backgrounds to apply.