

**JOB DESCRIPTION
DIRECTOR OF EDUCATION
THE FINE ARTS ASSOCIATION**

Job Title:

Director of Education

Primary Purpose:

To advance and support the mission of The Fine Arts Association (FAA) through the oversight and coordination of educational program efforts. Included is the management of personnel, curriculum and resources utilized in all educational programs offered by FAA.

Essential duties and responsibilities:

- Manages and directs the education programs and personnel of FAA including hiring of faculty, preparing contracts and approving number of hours worked
- Manages curriculum development and implementation
- Constructs class catalogs for each session including space allocation
- Develops and manages the education department budget
- Establishes pricing parameters for all educational offerings in coordination with the Manager of Finance and CEO
- Coordinates all off-site education programming including hiring faculty, contacting agencies, developing budgets and preparing contracts
- Maintains effective channels of communication with the education faculty, parents and students
- Coordinates the awarding of education scholarships
- Works with the director of communications and marketing to produce education collateral, assist with public relations, and address customer inquiries and concerns
- Works with the director of performing arts to organize educational performances and presentations, including but not limited to Theatre for Healthy Living™
- Works with the Minority Scholarship Committee to coordinate their annual activities
- Monitors the status and condition of education-designated areas of the FAA facility in collaboration with the CEO
- Prepares and files quarterly ASCAP reports
- Prepares education department reports for the board of trustees
- Serves as the public representative of the education department which may include marketing/public relations activities
- Attends all regularly scheduled team/cabinet meetings and annual meetings/events
- Manages and evaluates the education assistant, and in collaboration with the director of performing arts and the CEO, the programming coordinator
- Oversees and coordinates instrument maintenance, including piano tuning
- Coordinates visual art displays in all FAA galleries
- Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Educational requirements:

Advanced degree or equivalent experience with a concentration in education administration or artistic discipline.

Experience requirement:

- Excellent communications and people skills. Proven ability to work with people at all levels, and in a team approach environment.
- Supervision and budgetary oversight.
- Knowledge of educational standards and methods, including evaluation.
- Knowledge of arts disciplines.
- Proficient computer skills (Word, Excel, Outlook etc.).

Supervisory responsibilities:

The following positions report to the Director of Education:

- Education assistant
- Programming coordinator (with director of performing arts and CEO)
- All faculty (approximately 50+ full and part-time employees)

Lines of Communication:

The Director of Education reports to the CEO

Classification:

Full time exempt

Career level:

Department manager

Interacts daily with staff, faculty, clients and occasionally with board of directors.

Updated on 02/21/2019