

DIRECTOR OF EDUCATION AND PROGRAMMING

POSITION OVERVIEW: Clifton Forge School of the Arts seeks a Director of Education and Programming to plan and oversee CFSOTA's art classes and educational programming. The Director of Education and Programming will run current programming in addition to seeking out and creating new programming in line with the School's priorities. We are looking to fill this position as soon as practicable. Applicant should be an enthusiastic, self-motivated, and creative individual who is passionate about providing quality arts education and programming to students of all ages.

RESPONSIBILITIES:

- Manage the daily education and programming activities of CFSOTA
- Create, schedule and manage art classes and programming for students of all ages (from children to seniors)
- Develop a seasonal arts education schedule, including drafting class descriptions
- Produce, publish and promote class/workshop/club schedules in conjunction with communications/marketing staff
- Liaise with and manage communications with instructors to create and set seasonal schedules
- Plan and oversee preschool, afterschool, homeschool, and summer programming for children
- Review student feedback; evaluate existing methods and systems and suggest improvements
- Collaborate with partner organizations who hold lessons/classes at CFSOTA
- Ensure all educational activities comply with relevant rules, regulations, and policies
- Schedule and conduct timely meetings with both teaching and non-teaching staff
- Track the implementation and fulfillment of various educational goals
- Stay up-to-date with the developments in the arts education industry
- Work with marketing director to create press releases and other content, and to develop outreach programs
- Manage the education/programming budget
- Coordinate with office staff and bookkeeper to process tuition and instructor fees
- Respond to community requests for specific programming, define new areas of education/programming and locate new instructors
- Determine scholarship opportunities in coordination with other staff members
- Assist with planning and preparation of gallery exhibits
- Attend monthly Board of Directors meetings to provide reports to Board members and set educational programming priorities
- Additional availability to attend occasional community events on CFSOTA's behalf
- Additional availability during major CFSOTA events, including Kriskindlmarkt and MayFaire

QUALIFICATIONS / SKILLS:

- **Required**
 - Bachelor's degree
 - At least five years experience in an arts-based field or demonstrated, equivalent experience
 - Excellent time management, project management, and organizational skills
 - Interpersonal and leadership skills
 - Strong writing skills
 - Computer proficiency with a working knowledge of desktop publishing software programs (Microsoft Word/Excel) and ability to navigate School's management/enrollment programs once trained
 - Excellent communication skills in person, over the telephone, and through email
 - Ability to multi-task and organize large amounts of information
 - Detail oriented and highly motivated

- Ability to work with others in a creative and collaborative environment
- Ability to work with and manage a volunteer corp
- **Preferred**
 - Strongly preferred: demonstrated experience with educational programming
 - Degree or commensurate work experience in an education-related field
 - Comfortable speaking to groups

REPORTS TO: Board of Directors

HOURS: Approximately 32 hours a week (plus additional hours, as noted above); this is a part-time role without benefits

ANTICIPATED SCHEDULE: Four days a week, 8 hours a day; please note that while the schedule must generally accommodate class/programming needs, including after-school hours, there is the potential for flexible hours and some remote work

SALARY: \$35,000 - \$40,000 range, depending on relevant experience

This posting is intended to describe the essential job functions and requirements and is not an exhaustive list of all duties and responsibilities. Please submit a brief cover letter and resume to director@cfsota.org and be prepared to provide references upon request. Any offer of employment is contingent upon clear results of a background check. Please email director@cfsota.org with any questions or inquiries related to this job posting. We appreciate your interest in our organization; please note that only those selected for an interview will be contacted. Thank you!

ABOUT CFSOTA:

Clifton Forge School of the Arts is a 501(c)(3) non-profit organization dedicated to enhancing the quality of life in the Allegheny Highlands by providing quality arts education and experiences to people of all ages and abilities, and to increase economic opportunity through the arts. CFSOTA draws on an extensive network of local artist-teachers to offer more than 100 classes annually, spanning more than 25 subjects. We also support artists year-round by hosting exhibitions and events, selling their work, and providing rehearsal and studio space. CFSOTA's campus consists of 3 buildings: the main facility that houses classrooms for multiple subjects, a painting studio, a library, and a gallery; the Mill, a historic (circa 1893), large, open space with timber-frame construction ideal for programming and rentals, blacksmithing forges and woodworking shop; and the Reynolds Studios, which holds pottery, glass, and sculpture studios. These three distinct spaces are linked by the garden, a specimen arboretum, open to the public for viewing and enjoyment. For more information about the School visit <https://www.cfsota.org> or call 540-862-7275.

CFSOTA is a welcoming organization that promotes an inclusive, dynamic, and equitable environment that allows students, visitors, and employees of multiple backgrounds, cultures, and perspectives to learn, work, and create together. We do not discriminate against any employee or applicant on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any legally protected class.