



## Director of Education

Kirkland, WA • *Position Open Until Filled*

**Time Commitment:** Full time, 40 hours

**Type:** Regular

**Level:** Professional, Administration

**Location:** On-site

**Pay:** Salaried, \$60-\$70,000

**Reports to:** Executive Director

**Supervises:** Lead Ceramics Technician, Education Coordinator, Registrar, 2D Facilities Tech

### About Kirkland Arts Center

Kirkland Arts Center (KAC) is a regionally recognized non-profit arts organization that promotes art and art education to ignite individual growth and self-expression, build community, and cultivate cultural vibrancy.

### Position Summary

Kirkland Arts Center seeks a dynamic Director of Education to join our tight-knit nonprofit community and contribute to a vibrant, arts-minded culture on the Eastside. For over 60 years, KAC has served Kirkland and the Eastside and now offers a wide array of visual arts classes and contemporary art exhibitions, all within the historic landmark Peter Kirk Building. The Director of Education role offers a unique opportunity for a candidate with a strategic vision to grow a well-established Education program.

Reporting to KAC's Executive director, the Director of Education is responsible for the overall management of the Education Department, including department oversight, budget, program development and delivery. In addition to supervising staff, the role manages all education programming for KAC and has oversight of three teaching studio spaces: ceramics, 2D, and printmaking. The Director creates the quarterly class schedule, generates budget and board reports and analysis, participates in long-term planning and develops and executes sustainable goals in the Education department. The Director plays a critical role in maintaining positive relationships within the Education team, as well as with other staff, teaching artists, and students. Externally, the Director will foster and maintain partnerships in the greater Eastside community, including local school districts and other community partners.

The Director of Education should be committed to ensuring KAC's mission is carried out in an inclusive, responsible, and ethical way. The Director is expected to contribute significantly to fostering a diverse culture of transparency, inclusivity, curiosity, and collaboration.

## Our Ideal Candidate

We are seeking an individual with a passion for the arts, a demonstrated commitment to Diversity, Equity, and Inclusion, and a strong desire to grow within this critical role.

**Kirkland Arts needs people who value a growth mentality**— who are willing to do things differently, to test things out, and to fail and try again. We hope to find a collaborative leader who is curious and can lead people with empathy, while being vulnerable and authentic. The Director will also consistently demonstrate our shared values of trust, transparency, recognition, integrity, and cross-cultural respect and sensitivity.

### Specifically, we are looking for:

- **3-5 years of professional, academic, or lived experience in visual arts education.**
- **Outstanding interpersonal skills** and an ability to develop trust and maintain deep relationships with a variety of diverse students, partners, and community members.
- **Strong project management skills**, including the ability to plan out program creation steps, create and meet deadlines, manage complex and changing schedules, effectively communicate through challenges, remain highly organized despite competing priorities and information; and operate with thoughtfulness and a sense of urgency around accomplishing goals.
- **A positive and enthusiastic leader** with the experience to build a strong and diverse team, motivate others, retain staff and help individuals thrive.
- **A collaborative approach to problem-solving, including the ability** to pivot to meet immediate needs and address unforeseen student, instructor, or staff needs as they arise.
- **A persistent commitment to effective communication** in the face of challenges.
- **Technical confidence**, including proficiency with Google Workspace (Sheets, Documents, Forms, Calendar, and Gmail) and a willingness to successfully learn new programs and systems as well as troubleshoot. Microsoft Excel skills are essential to this role.

### The strongest candidates will have:

- Direct experience within the arts community in a professional, academic, and/or volunteer capacity, and is an enthusiastic advocate of the importance of the arts to our communities.
- Familiarity with ProClass, Art Center Canvas or other registration software a strong plus.

## DUTIES & RESPONSIBILITIES

### Budget, Supplies and Facilities - 10%

- Generates yearly operating budget and income projections.
- Manages supplies needed for classes and other programs on time and when appropriate.
- Supervises the upkeep of teaching studios and related equipment.
- Oversees the Education Gallery in collaboration with the gallery staff.

### Quarter Planning and Instructor Outreach - 30%

- Plans, oversees and executes quarterly class schedules.
- Seeks out and hires teaching artists (instructors) based on community interest and need.
- Establishes schedule for quarter planning and registration dates.
- Holds quarterly instructor meetings.
- Oversees instructor contracts, compensation, and payroll (with KAC bookkeeper).

- Efficiently troubleshoots registration software issues (such as student and instructor account access, online class listings, administrative searches, registration reports and data) as needed.

#### **Communication with Board and KAC Community - 30%**

- Maintains clear and consistent communication with KAC student community through emails, newsletters and class visits.
- Responds to emails in a timely manner. Exercises diplomacy when resolving conflicts.
- Oversees Education department policies such as regarding class cancellations, scholarships, COVID regulations and similar. Works with Executive Director to uphold or modify existing policies and establish new policies as needed.
- Works closely with Marketing to communicate registration dates and other important Education news or events and to plan Education social media posts.
- Responds to scholarship requests.
- Provides clear and accurate Board reports as requested.

#### **Management of the Education Department Staff - 30%**

- Facilitates ongoing performance management of Education staff, including collaborative goal setting, training and performance reviews.
- Schedules regular 1:1 meetings with direct reports; supervises education interns and work study program participants.
- Tracks, approves and submits timesheets for direct reports.
- Addresses human resources issues within the Education team.
- Leads weekly Education team meetings, and delivers Education reports during weekly staff meetings.
- Delegates administrative duties as needed.

## **Hours, Location & Conditions**

Kirkland Arts Center is based in Kirkland, Washington. Our team works in the historic Peter Kirk Building. The Director of Education is required to work onsite.

**Weekly hours:** 40

**Compensation:** \$60-\$70k per year, depending on experience

**Benefits:** Kirkland Arts Center benefits include: medical and dental insurance, generous PTO, one free art course per quarter (\$2000 value), free parking, and relevant professional training.

## **Application Instructions:**

KAC is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our staff, students, and governing institutions. Candidates with diverse backgrounds, such as those who identify as Black, Indigenous, Persons of Color and/or LGBTQ+, are encouraged to apply.

Interested candidates should submit a cover letter and resume to:

[employment@kirklandartscenter.org](mailto:employment@kirklandartscenter.org)

Position open until filled. First review will be August 17, 2022.