



**Education Director
Kirkland, WA**

Status: Full Time, Exempt

Type: Regular

Location: On-site

Pay: \$70,000 – \$80,000 DOE

Reports To: Executive Director

Direct Reports: Ceramics Studio Manager, Education Coordinator, Education Assistant, Gallery Assistant

Purpose:

The Education Director oversees the educational integrity of the art classes and provides leadership in short- and long-term planning; budgeting; curriculum; program development; faculty and staff hiring, development, and evaluation; enrollment management and enrollment services; student experiences; program evaluation; and community outreach and relations.

RESPONSIBILITIES

Manages planning, enrollment, budgeting and operational efficiency

- Manage operating budget for education: payroll, supplies, equipment, facilities
- Manage supplies, equipment, and resources for classes
- Manage and oversee teaching facilities and equipment: ceramics studios, kiln shed, Skylight studio, printmaking studio, and resource room
- Assist Executive Director in setting annual tuition revenue goals and operating budget
- Oversee student scholarship program
- Oversee enrollment management & services: development of class and workshop schedule, student experience, enrollment management technologies (online enrollment platform) and tools, enrollment funnel; prepare and implement in coordination with marketing position a comprehensive marketing plan for student recruiting and enrollment
- Oversee student experiences and relations
- Oversees administrative functions of the community-focused gallery

Oversee Staff, Faculty, Student Experience, and Customer Service

- Staff classes with qualified and effective art instructors across diverse media
- Recruit, supervise, and evaluate faculty and staff
- Supervise education interns, volunteers (work/study & volunteers)
- Liaison with accounting consultant to monitor education budget
- Oversee education policies and procedures; ensures education compliance with city, state, or federal legislation; ensures compliance with fund source stipulations in consultation with Executive Director
- Assists Executive Director with development and execution of the Employee Handbook

Oversee Curriculum, Pedagogy, Teaching and Learning

- Collaborate with external community partners, students, and faculty to access educational needs and develop responsive, engaging curriculum to address them
- Oversees curriculum design, development, and implementation
- Facilitate continual improvements in instructional delivery, pedagogy, curriculum development, and student experiences
- Oversee assessment of education program effectiveness
- Oversee education policies & procedures
- Contributes to grants, development, and funding initiatives that support delivery of instruction, curriculum development, and gallery & public events

Leadership

- Maintain effective communication with the Board of Directors, administration, faculty and staff.
- Lead in the fostering of an inclusive working and learning environment where people of diverse cultures, ethnicities, races, abilities, and heritages are included, respected, and valued.
- Ensures processes and procedures in education are equitable and free of bias
- Maintains confidentiality of information exposed to in the course of business about students, supervisors or other employees.
- Coach and mentor faculty and staff.
- Contributes to a safe educational and working environment by participating in all training and being prepared to act should a health or safety emergency occur.
- Facilitates a harmonious and collaborative environment fostering strong interpersonal connections among staff, students, and faculty members.
- May at the Executive Director's request serve as their designee with respect to operational leadership & oversight due to absence or delegation of some or all duties.
- Other duties as assigned.
- Requires the kind of teamwork, supervision, and personal interaction that necessitates regular, predictable on-site attendance.

QUALIFICATIONS

- Bachelor's Degree in a relevant field or applicable experience required
- Masters degree preferred
- 3 years experience in administering tuition-generating continuing education program at a nonprofit organization or a community college, or relevant experience
- Experience with tuition-based enrollment management
- Experience teaching adults in the arts or a related field
- Experience developing continuing education courses and programs
- Knowledge and skill using online student information systems or class catalog systems
- Superb oral and written communication skills
- Possess an entrepreneurial spirit, excellent analytical skills, and passion for arts education

- Commitment to fostering an inclusive and equitable work and learning place
- Ability to work collaboratively with people from diverse cultural, ethnic backgrounds, and heritages

Proficiency with:

- Google Workspace Suite
- General business processes and systems
- Basic mathematical computation skills

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 on-site, with some flexibility.

Benefits: Medical insurance, generous PTO, one free art course per quarter, and relevant professional training.

Application Instructions:

Interested candidates, submit to employment@kirklandartscenter.org with subject line ‘Education Director’ all of the following. We are unable to consider incomplete applications.

1. Cover Letter
2. Resume
3. Diversity Statement
4. Teaching & Learning Philosophy

First review on January 19, 2024

Open until the position is filled.

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