

SARATOGA ARTS

experience . discover . create

DIRECTOR OF EDUCATION
PART-TIME (30 hours/week)

SARATOGA ARTS

Founded in 1986 by and for artists and audiences, Saratoga Arts is a non-profit arts service organization dedicated to developing and promoting a thriving year-round cultural environment in Saratoga-area communities. We welcome viewers to exciting art exhibits, stimulate students of all ages and skill levels in a wide variety of art classes and workshops, hosts thrilling public performances, and coordinate many programs that bring the arts to every corner of Saratoga. Directed by a professional staff and a volunteer Board of Directors, with support from many community volunteers, Saratoga Arts enriches the lives of those who live, work in, and visit our region; and has established itself as a vital force for the arts.

OUR MISSION

Saratoga Arts' mission is to enrich the region by cultivating a vibrant arts community and by ensuring the arts are accessible to all.

POSITION DESCRIPTION

Saratoga Arts' Director of Education is an integral part of the Saratoga Arts team and helps coordinate nearly 100 classes and workshops annually, manages our 10-week, 5 program, summer camp, assists in the development and implementation of professional development opportunities for artists and works closely with the Saratoga Arts team to develop new, engaging programs for our constituents.

OUR COMMUNITY ARTS EDUCATION PROGRAM

For over 20 years, Saratoga Arts has offered quality fine art and fine craft classes, taught by local and regional artists, to students of all ages and at all artistic levels. In that time we've grown our program to its current capacity, where it now serves over 1200 students a year. We work with nearly 30 artists to offer classes and workshops in painting, drawing, photography, printmaking, mixed media, and more during three seasons of classes and workshops for adults and a robust 10-week, 5-program, summer camp for children ages 5-15. Always keeping our mission in mind, careful consideration goes into choosing artists for classes at The Arts Center who have a passion for teaching and for learning. In keeping with our mission to make the arts accessible to all in the Saratoga Region, we keep our class and workshop fees low and offer need-based scholarships to students.

1-3 YEAR STRATEGIC GOALS FOR THE PROGRAM

- (1) Expansion of our Community Arts Education Program through
 - New teacher recruitment to diversify offerings
 - Efficient utilization of fine-arts, classroom spaces
 - Develop partnerships with local and regional businesses and organizations to potentially offer classes and workshops offsite when our space can't accomodate a class or workshop
- (2) Identify sources (sponsorship, foundation grants, etc...) that could potentially fund salary support for a series of workshops by nationally recognized teachers.
- (3) Conduct a survey of Saratoga Arts' students (past and current) for feedback about our offerings, our current schedule, etc...
- (4) Grow & Refine Education Department mailing list

THE IDEAL CANDIDATE WILL HAVE:

- (1) Experience in the development, implementation and evaluation of fine-arts, education-based programming
- (2) A broad knowledge of the fine arts
- (3) Solid administrative skills that include an ability to establish and stick with long-term planning calendars and maintain organized records for a multifaceted program
- (4) Strong written and spoken communication skills to accomplish program outreach and publicity goals and maintain positive relationships with teachers and students
- (5) Strong computer skills and a familiarity with Macintosh operating systems, Microsoft Office Suite (Excel, Word, PowerPoint) iWorks programs (Numbers, Keynote and Pages) and InDesign. Familiarity with Drupal (or other website content management system) and database systems a plus

RESPONSIBILITIES

General

- The development, implementation and evaluation of all public, family, community outreach, and adult program initiatives, including nearly one hundred class and workshop offerings and 5 summer camp programs, annually.
- Work with teaching artists to design and schedule classes and workshops
- Hiring, supervising, and evaluating all education department contract employees including seasonal teachers, summer camp teachers, full-time and part-time camp assistants, and fine art models (when needed)
- Work with the Associate Director to develop, managing and track project and departmental budgets
- Analyze and present participation data, as well as use that data to inform future programming decisions

Marketing & Promotion

- Produce and distribute quarterly class brochures
- Update and edit Education Department information on the Saratoga Arts website (www.saratoga-arts.org)
- Produce press releases for all education related programs and events
- Contribute to the production of print media, appeals, quarterly newsletter, etc... where necessary
- Design, produce, and schedule all PR, mailings, posters and social media events or invitations related to education programming
- Maintain Saratoga Arts' Education mailing list

Other Duties as Required

Included, but not limited to, assist in the day-to-day operations of a bustling public space; help answer phones, monitor the gallery (when no host/hostess is available), answer questions about Saratoga Arts and our programs, etc... Staff also work together to set-up and break down for special events, rentals (as needed) and meetings in our theater and gallery spaces. Saratoga Arts staff are required to attend some special events (on evenings and weekend) and work the day/evening of First Night Saratoga (on New Year's Eve).

QUALIFICATIONS

Undergraduate degree in the arts, education or relevant field, experience working in an office setting, preferably in a not-for profit, and a minimum of three years experience in arts-programming required.

TO APPLY

Please send or email: cover letter and resume including contact information for three professional references to:

Tanya Tobias, Associate Director
Saratoga Arts
320 Broadway
Saratoga Springs, NY 12866
or e-mail: ttobias@saratoga-arts.org
re: Director of Education position