

**Rogue Gallery & Art Center • 40 S. Bartlett Street, Medford, Oregon**

**Position: Art Education Program Manager**

**Hours:** 10:00 – 5:00 Tuesday through Friday, some Evenings & Weekends

**Wage:** \$15 Hourly

**Benefits:** Paid Holidays (6 Days), one week paid vacation and one week sick leave after first year of employment

**Start Date:** August 6, 2019

**Supervisor:** Executive Director

**General Description**

The Art Education Program Manager is responsible for the oversight of visual art education. The position plans, implements, and administers activities related to adult, youth, and children's classes held within our facility and at off-site locations. This includes scheduling and overseeing adult workshops and youth programs. Among the youth programs are the Elementary Art Outreach Program, Artist Teen Mentoring Project, Kids' Summer Art Camps, Afterschool Art Studio, and Family Art Days. Duties also include maintenance of studio equipment and supplies, and fiscal management of education program budget.

**Qualifications**

- Must be energetic, well organized, highly productive, and detail-oriented
- Excellent planning, written, and verbal skills
- Previous experience in art education relevant to the visual arts
- Able to work effectively with the public, art patrons, and volunteers
- Proven ability to manage program budgets
- Able to work on multiple tasks simultaneously
- Competent with MS Office (Word, Excel, Power Point)
- Must pass an Oregon state background check
- Be able to lift 35 pounds

**Preferred Qualifications**

- B.A./B.F.A. in Visual Art, Art Education, or related field
- Prior experience planning and coordinating visual art education classes
- Familiarity with visual arts curriculum planning
- Experience working with children, youth, and artist/educators
- Proven grant writing ability

**Duties and Responsibilities**

- Develop programs within the financial and artistic parameters set by the Board of Directors
- Recruit independent contract instructors and negotiate contract fees
- Arrange times, dates, and location for educational activities
- Coordinate and manage details during educational activities to assure safety and satisfaction of participants
- Conduct and review course evaluations from program participants
- Manage scholarship program and grant funds
- Organize and manage the art studio, supplies, and equipment
- Recruit and supervise education assistants, interns, and life drawing models
- Meet with Education Committee bi-monthly (every two months)
- Work with Executive Director to obtain education grants
- Actively market adult workshops and classes to the community
- With assistance of Executive Director, develop and write effective copy for brochures, newsletters, and press releases of education programs

**Position Supervises:** Independent contractors, employee instructors, and volunteers

**To Apply:** Preference will be given to submissions received by June 20. Send a cover letter, resume, and two job references to:

Kim Hearon  
Executive Director  
Rogue Gallery & Art Center  
541-772-8188  
[kim@roguegallery.org](mailto:kim@roguegallery.org)