



Education Manager

Reports to: Executive Director

The Wilson Center Mission Statement - *To be a Vibrant Destination expanding, inspiring, and delivering a lifetime of arts education and experiences.*

We are presently seeking an organized, enthusiastic, person with an interest in the arts to help the Wilson Center achieve its vision.

Summary: The Education Manager supports visual art classes, Beyond the Classroom Series for students, summer arts camp, the Ploch Art Gallery programming, and other educational initiatives as appropriate. This is a full-time, salaried position.

Job Responsibilities:

- Plans and directs in the overall facilitation of education programming including classes, camps, family workshops, in school Masterclasses, as well as other Education events.
- Collaborates with the Artistic Adviser on booking Beyond the Classroom series.
- Engages with schools within the Elmbrook School District as well as other schools in the metro area related to outreach and education programs related to BTC series and Masterclasses that coincide with special performances. Willingness to contact and meet with educators and other school representatives is a must.
- Organizes and executes at least two summer camps, including the recruitment of teachers and volunteers, as well as plans the curriculum with camp teachers.
- Directs the development and delivery of visual arts programming including but not limited to the Lynn Chappy Arts Education Wing, Ploch Art Gallery, and ArtsPark to engage and educate Wilson Center visitors.
- Setup, supervise and take down of the Kids' Zone at our Starry Nights performances.
- Proposes and manages annual education operating budgets.
- Develops and evaluates art class programming as well as ideas for our monthly free family workshops. Also recruits and evaluates art class teachers.
- Maintaining the class calendar and schedule postings.
- Assists teaching artists with set-up and student communication.
- Prepare the art studio or other spaces for classes, e.g. moving furniture, pulling supplies.
- Maintain organization in the art studio, requesting general supplies when needed, and fixing or reporting when something needs to be repaired or replaced.
- Strive for continuous improvement in related programs.
- Other duties as assigned

The Ideal Candidate Will Possess:

- Degree or working towards a degree is required. Bachelor's degree in arts related or non-profit discipline preferred or comparable experience.
- The ability to work with the Education Committee.
- Excellent verbal and written communication skills with a strong attention to detail
- Strong interpersonal skills and the ability to work as part of a team
- The ability to receive feedback, adjust, and take direction
- Good time management and organizational skills
- The ability to be self-directed and accomplish tasks with minimal supervision
- Experience with Microsoft Word and Excel
- The ability to work flexible hours, with occasional evenings and weekends needed
- An enjoyment of working with children
- A desire to work with diverse groups of students, artists, and community members
- Reliable transportation
- Ability to lift items weighing up to 25 lbs. occasionally
- The ability to remain calm and level-headed in stressful situations

Recommended Qualifications:

- Previous experience teaching or coordinating programs is preferred.
- Having knowledge of area arts institutions, galleries, and other area non-profit organizations is a plus.
- Previous customer service experience is preferred.
- Knowledge of budgets and money management a plus.

To Apply:

Send cover letter and resume via email to Pamela Dragan to: Jobs@wilson-center.com with the subject line: Education Manager.

The Wilson Center is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training and other personnel actions involving persons in all job titles and shall occur without regard to race, creed, color, religion, sex, age, ancestry, national origin, disability, military service, sexual orientation