

KAC SCHOOL & COMMUNITY PROGRAMS COORDINATOR

POSITION SUMMARY

The School & Community Programs Coordinator serves as a critical liaison between schools, community organizations, and Krasl Art Center (KAC). Focused on building relationships and developing partnership programs, the School & Community Programs Coordinator must have excellent relational skills and the ability to collaborate and connect with diverse audiences.

This role serves as a content expert regarding the needs of local schools and youth; they will make recommendations to the Director of Education and the Engagement Coordinator regarding how to best develop arts-based programs and content to meet these needs.

This position also provides support for other KAC education programs, including studio classes, camps, workshops, and events. Candidates who thrive in a fast-paced environment, are able to prioritize multiple projects, and have a passion for art and education are encouraged to apply.

About Krasl Art Center

Krasl Art Center is a 501(c)(3) not for profit organization with a mission to inspire meaningful change and strengthen community through the visual arts. Located along the lakeshore in southwest Michigan, KAC is the leading visual arts organization in the area. Programs include changing gallery exhibitions, public art placement and advocacy, studio art classes and workshops, and a strong commitment to outreach initiatives. Staff members provide excellence, collaboration, innovation, creativity, respect, and a sense of humor to advance the organization and accomplish this work.

ESSENTIAL FUNCTIONS

PROGRAM DEVELOPMENT & MANAGEMENT

Community Partnership Programs

- Develop, manage, evaluate and maintain community partnership programs including but not limited to: Art Angels, Boys & Girls Club, Teen Arts Council, Family Days & Family Nights. Audiences for these programs include: Underrepresented youth, individuals with disabilities, individuals with medical challenges, young parents, older adults/seniors, incarcerated youth.
- Stay abreast of local issues and advocate for the needs of community members.
- Proactively identify and connect with potential new partner organizations.
- Empower community partners, KAC faculty, and participants to influence the development, implementation, and evaluation of all KAC programs.

School Programs

- Identify needs and barriers to schools in relation to Art Experience Tours, field trips, and the Community Student Art Exhibition.
- Make program recommendations to Curatorial and Education staff based on school needs, teaching best practices, and learning standards.

- Develop exhibition-related art activities for Art Experience Tours
- Coordinate school tours, including scheduling with school administrators, securing volunteer docents with the Interpretation & Engagement Coordinator, and sharing pre/post-visit materials and evaluation.
- Welcome teachers to KAC galleries during Art Experience Tours
- Work with the Director of Education to offer professional development opportunities and support for local art teachers.
- Collaborate with partners to coordinate the Community Student Art Exhibitions and encourage and support school participation.

Studio Art Programs

- Creatively promote faculty, school and outreach programs in partnership with the Marketing Manager.
- Recruit and recommend potential new faculty to the Director of Education and assist with new faculty orientation.
- Assist in planning and attend Faculty Meetings and Education Advisory Committee meetings.

ADMINISTRATIVE RESPONSIBILITIES

- Communicate to Homeschool staff, guardians and students about program details and requirements.
- Communicate to KAC faculty involved in school and community programs
- Maintain daily administrative functions during scheduled office hours including answering phones, responding to emails, updating forms, registering students, etc.
- Attend bi-weekly Cur-Ed meetings.
- Adhere to the departmental budget; monitor supplies and submit material requests.
- Invoice schools and organizations for tours and programs.
- Collect and organize stats and other grant materials to support program funding.
- Assist with checking in students and guardians to onsite studio programs.

PROGRAM ASSISTANCE

- Provide input for the development of gallery interactives.
- Provide input for the development of Art Fair KidZone art activities.

NONESSENTIAL FUNCTIONS

- Upload public programs to KAC website
- Maintain student emergency forms
- Draft and print faculty contracts
- Prepare and share program evaluations.
- Print and edit class rosters

COMPETENCIES

Arts Education, Community Organization, Youth Development, Recruitment, Computers/Technology, Teamwork, Teaching/Tutoring, Communications, Grant Writing, Writing/Editing.

QUALIFICATIONS

Required:

- High School Diploma, GED
- Demonstrated experience collaborating with diverse audiences

Preferred:

- 4 Year Degree in related field - Education, Museum Studies, Fine Art
- Driver's License
- Active involvement with local schools and community organizations
- Knowledge of a variety of visual art media and techniques

PHYSICAL DEMANDS

Sitting, standing, carrying, pushing/pulling, keyboarding, reaching overhead / reaching at or below shoulder level, driving (occasionally)

Reports to: Director of Education

Direct Reports: Select Teaching Faculty, Teen Arts Council Co-Chairs, Education Volunteers

Collaborates With: Education Specialist, Associate Curator of Engagement, Curator, Marketing Manager, Guest Service Associates

Job Type: Full time, exempt, some weekend and evening hours required

Location: Onsite

Salary: \$40,000

Benefits: Paid Time Off, paid holidays, contribution to health insurance premium, life insurance

To apply: Submit letter of interest and resume to nmargoni@krasl.org. Include last name and "School & Community Coord" in the subject line (e.g., Willis School & Community Coord). No phone calls please. Resumes will be reviewed starting October 31, 2022.

Krasl Art Center is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment. KAC will not discriminate on the basis of race, color, religion, creed, sex, age, ancestry, national origin, disability, weight, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by applicable law in any terms, conditions, or privileges of employment.

It is KAC's intention to provide a safe and pleasant environment in which to work. Therefore, each employee is responsible for ensuring Equal Employment Opportunity by treating all co-workers, guests, students and volunteers fairly and equally and by fostering a spirit of cooperation and good human relations in a working atmosphere free of prejudice, ill feelings or resentment.

Individuals who may require special accommodations to perform their job function(s) must notify the Executive Director, in writing, of the need for accommodation.