

*We're hiring!*

## Coordinator of Art Education

### About the Wickford Art Association:

The Purpose of the Wickford Art Association (WAA) is to educate, encourage and inspire its membership, the local arts community and the general public and to promote fine arts in the community. Founded in 1962 and in its current location on 36 Beach Street near North Kingstown Town Beach, WAA offers art educational experiences for people of all ages, with a dynamic year-round schedule of classes and workshops for adults (for both members and non-members) as well as a sampling of summer offerings for young adults.

### About the Position:

The Coordinator of Art Education coordinates all aspects of our education programming. The position works under the general direction of the Gallery Director. This position is responsible for the development and operational management of Art Education Programming at the Wickford Art Association (WAA).

The position will also be responsible for the supervision and oversight of part-time instructors and volunteers related to the Wickford Art Association education programs. The position will schedule and implement all classes, workshops, events and other programming offered that are considered educational in-nature.

The position recruits, interviews, selects, orientates, supervises and evaluates all instructors while retaining existing contracted instructors. The position coordinates schedules in a timely manner and implements and assesses the Art Education Program. The program consists of classes, workshops, seminars and other events. New classes and schedules will be created three (3) times a year: January – April, May – August and September – December.

## About You

You are committed to all elements of fine art and have some background in art education. You have a strong grasp of the various forms of art media. You are skilled at developing a curriculum that educates, encourages and inspires participants. You are a strong communicator and a relationship builder. You are aware of and are active in the arts community.

Additionally, you work well independently as well as part of a team. You are equipped to undertake the development of an overall vision for WAA's art education programming. You are comfortable with a flexible work schedule, are a self starter and can manage time effectively.

Having some work history in fiscal management activities ideally as related to Art Education Programming and exhibiting prowess in managing class rosters with some familiarity with Constant Contact, Wordpress, Google Shared Drive (gmail, google sheets, google docs), Square POS and posting on Social Media are also a plus.

## How to Apply

Please send a cover letter and resume to [wickfordinfo@gmail.com](mailto:wickfordinfo@gmail.com) by June 15, 2022 for consideration. Recruitment for this position will end upon receipt of a sufficient number of applications. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in an oral interview. No phone calls please.

Part Time: 15 to 20 hours/week

(Hybrid work schedule)

\$15.00 to \$18.00/hr

\*Applications reviewed and evaluated upon receipt.\*