

REHOBOTH ART LEAGUE

Job Description

Position Title:	Education Programs Director
FLSA:	Exempt
Pay status:	Salaried
Reports To:	Executive Director
Direct Reports:	N/A
Date Last Revised:	September 2024

Purpose of the Job Summary

Reporting to the Executive Director, the Education Programs Director is responsible for developing, implementing and managing the league's educational programs on- and off-campus and plays a leading role in creating the vision and strategy for growth and sustainability of the department. The Director is an experienced and creative leader with a passion for art education, with a track record of innovation and successful building of collaborative relationships and partnerships.

About the Rehoboth Art League

Founded in 1938, the Rehoboth Art League plays a prominent role in visual arts and culture in southern Delaware. The League is recognized for a rich, year-round schedule of art exhibitions, a robust annual calendar of educational offerings, and remembered for its arts-driven events held both on our historic campus and off. Our 3.5+ acre campus in Henlopen Acres, which is home to five buildings, welcomes more than 25,000 visitors per year and our membership encompasses more than 1,400 community members.

Key Functions & Responsibilities

- Coordinate all aspects of educational efforts, including more than 200 classes for workshops and children each year, a robust summer camp program; school and community programs; and members' open studios.
- Establish a vision and strategic direction of the educational programs of the Rehoboth Art League, ensuring alignment with the institutional strategic plan
- Act as liaison to the art league community of artists, teachers, group facilitators, students, parents and patrons in support of education programs
- Build relationships with community stakeholders and develop new partnerships and programs in collaboration with them
- Work collaboratively with fellow departmental directors to develop a coordinated program of services
- Locate, vet and evaluate teachers, lecturers, demonstrators, and group facilitators for annual programs, including league and community events
- Establish, schedule and manage classes and other educational events, determining best programming, tuition, teacher compensation, and operational costs as needed
- Populate and maintain online registration system for class programming and assist individuals in the registration process
- Produce regular schedules and descriptions for web and print media, along with press releases and marketing for all educational programs
- Develop and manage program budgets. Work on grant proposals and funding reports
- Maintain education-related campus signage and produce regular brochures and other print materials that promote educational offerings
- Oversee the league's Members' Open Studio programs, including coordination with volunteer leaders, scheduling, and leading studio-related policy decisions
- Supervise the Visual Arts Outreach Programs, including the hiring, vetting, observing, and training of instructors

- Ensure support of Outreach instructors through coordination of on- and off-site classes, coordination of supplies and maintenance of program records, financials, and metrics
- Cultivate relationships with Sussex County art teachers and regional college and university-level art instructors
- Coordinate, plan, hang, and promote the Annual Young at Art exhibition each year
- Provide support for all educational programs, teachers, and facilitators, including class reminders, signage, and prepping of classroom spaces and the historic Homestead, inclusive of evening and weekend classes
- Maintain administrative data related to educational programs to inform success metrics
- Represent the Rehoboth Art League by participating in community building, presentations to the Board of Trustees, and special events as needed

Key Performance Measures

- Performance will be measured by evaluating execution of key functions, particularly as related to advancing the goals of the organization.

Skills and Competencies

- Bachelor's degree (master's degree preferred) in a related field such as Art History, Art Education, Museum Studies, or Fine Art, or the equivalent in work experience
- A minimum of 3 years of professional experience in art education, preferably at a museum or art center
- Outstanding organizational and interpersonal skills, with an attention to detail
- Excellent communication skills, both written and oral
- Ability to work well with a diverse group of staff, volunteers, donors, vendors, and community members
- Skilled in necessary computer applications including Microsoft Office Suite
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Teaching experience a plus

Physical Abilities and Requirements

- Sitting throughout the day, working with a computer
- Repetitive movement on computer keyboard throughout the workday
- This position will be expected to work nights and weekends, when necessary
- Lifting and moving files, boxes, hanging artwork, etc. up to 30 pounds.

Other

- This is a fulltime, 40 hour/week position, with offices generally open 9am-5pm, Monday through Friday
- Driver's license, current vehicle insurance and satisfactory driving record
- Background checks are conducted on employees

This job description includes, but is not limited to, the duties and responsibilities as noted above. The essential functions of this job description are not exhaustive and may be supplemented.

The Education Programs Director will be a salaried, full-time employee of the Rehoboth Art League. Full-time employees are offered paid holidays and leave time as well as participation in a 401(k). Salary and benefits will be competitive with similar regional positions and nonprofit sectors.

To Apply

Please email a cover letter and resume to hr@rebothartleague.org. Please use Education Programs Director in the subject line. Applications will be accepted until the position is filled. The Rehoboth Art League is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, RAL provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family responsibilities, genetic status or information, military or veteran status or any status protected by federal, state, or local law. The Rehoboth Art League is committed to building an inclusive working environment that supports a diverse community of staff and encourages applications from all qualified candidates.