

Position: Education Coordinator, Part-Time, Non-exempt
Schedule: 20-25 hours, Tuesday through Friday 9am-3pm, Tentative
Pay Rate: \$20/hr to start, \$23-25/hr post 90-day probation
Supervisor: Education Director

About Richmond Art Center

Richmond Art Center (RAC) is a 501(c)(3) nonprofit arts organization founded in 1936 by artist/educator Hazel Salmi. RAC moved into its current 25,000 sq. ft. facility as part of the City of Richmond's Civic Center Plaza in 1951. RAC's purpose is to provide a pathway for lifelong arts learning for people of all ages. While drawing visitors, artists and students from throughout the greater Bay Area, Richmond is the community we seek to serve. Our programs encompass art classes, exhibitions and events at our facility, as well as off-site activities that bring free, high-quality art making experiences to folks with limited access to arts education.

About the Arts Education Program

Our arts education programs offer art classes to adults, youth, kids and families; on-site in our six studios, and off-site in local schools and community spaces. This includes providing free in-school and after-school arts tuition to K-12 students at local West Contra Costa Unified School District schools. Other arts education initiatives include a paid professional development series for educators, free family day celebrations, youth art tours of exhibitions, and Summer Arts Camp.

Description

Richmond Art Center's (RAC) Education Department Coordinator (EC) directly reports to the Education Director and supports all Education Programs, Projects, Partnerships and Personnel - Online, On-site, and Off-site. In addition to coordinating program logistics, the EC is also responsible for monitoring the operations and conditions of on-site studios and their resources. The EC will work closely with the Visitor Services Coordinator and Facilities Coordinator and be directly supported by the Education Director. This position is front-facing to the public and multifaceted, responsibilities range from:

Administrative:

- Manage the Education Email, Calendars and Drive Folders, escalates questions or issues to Education Director or appropriate staff, send and respond to general emails from students in a timely manner, continually organize Education Department calendars, digital drive, forms, folders, data, photos
- Manage Teaching Artist communications and needs, escalate as needed

- Manage class listings, communications and links in Sawyer database
- Manage Studio Monitors and Volunteers schedules as shifts, tasks and projects
- Send, collect and forward program evaluations, quarterly
- Send and collect TA Contracts, quarterly

Programs:

- Manage materials, resources and supplies for all programs
- Supports the implementation of all program operations policies, procedures and training programs

In-Person Operations:

- Supports and informs Teaching Artists, Studio Monitors, Students, Volunteers and Visitors about RAC programs/partnerships and opportunities
- Coordinate and communicate all AV/Tech for TA's and Studio setup requirements to Facilities Coordinator and Visitor Services Coordinator

Facilities:

- Attending to the shared Community Corner Daily, tidy and organize as needed
- Attend to PPE access and replenish as needed
- Managing on-site studio infrastructure and room keys, report any conditions or maintenance needs in a timely manner

Supportive rolls as needed:

- Support organization wide events, receptions, art openings and front desk services as needed

Detailed Job Requirements

The EC must be adaptable and flexible to a sudden change in workflow, strike a balance with front-facing responsibilities while prioritizing administrative tasks. Familiarity or professional experience with Arts Administration, Education, Community Engagement, Studio Art media practices are a plus! Additionally, a successful EC will have professional capacity to grow with the work and:

- Share values that help RAC provide a safe, inclusive, supportive, and creative environment for community members
- Grow capacity building and impact with vibrant and diverse communities, audiences and stakeholders through art.
- Have strong organizational skills and attention to detail, with proven ability to manage multiple tasks and priorities, plan ahead, anticipate and articulate administrative needs, and be able to work independently while being communicative.
- Be able to collaborate, problem-solve, pivot, be flexible, imaginative, and innovative with other Staff, Teaching Artists, Studio Monitors, Students, Volunteers, and visitors.

Qualifications

- Four years work experience in a relevant field, or an equivalent combination of education and experience. Prefer experience focused on project management with programs, events, non-profit arts, and/or community organizing.
- Strong interpersonal skills, and friendly demeanor with an ability to collaborate with teaching artists, partners, students, volunteers and staff. Must be fluid and comfortable with receiving and giving direction and receiving and delegating tasks to completion.
- Proficiency with Google Docs, administrative softwares, and social media platforms.
- Experience with studio art operations and safety is a plus, but not required.
- Spanish language proficiency is also a plus, but not required.

Compensation

This is classified as a Part-Time Position (20-25 hours a week). The starting rate is \$20 an hour with a range increase of \$23-25/hr after a 90-day probationary period and 30/60/90-day growth plan. All overtime must be pre-approved.

Schedule

This schedule is Part Time, 20-25 hours a week, 9:30-2:30pm, Tuesday through Friday with occasional weekend days. Note: Schedule is tentative meaning the Days and Times may fluctuate with notice to accommodate program operation needs. All overtime must be pre-approved.

To Apply

Interested candidates should send a cover letter and their resume to:
jobsapp@richmondartcenter.org

Richmond Art Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.