



Position: Education Coordinator
**Entry Level, Part-Time, Non-exempt,
60 to 90-day Probation Period**

Schedule: 20-25 hours a week
**Wednesday to Thursday 2:00 PM-7:00 PM
Friday & Saturday 10:00 AM - 3:00 PM**

Pay Rate: \$18/hr to start, \$20-22/hr Post Probation,
No Benefits, No Overtime

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 our Arts Education Programs

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 to support all Education Programs, Projects, Partnerships and Personnel - Online, On-site, and Off-site. The EC supports program administration and logistics, in addition to monitoring the operations and conditions of on-site studios and their resources. The EC will work closely with the Education Manager, Ceramics Manager, Education & Visitor Services Coordinator and Facilities Coordinator and be directly supported by the Education Director. This position is an entry-level front-facing position, responsibilities range from:

**Administrative:**

- Department Communications, coordinate, send and respond to general emails from Teaching Staff and students in a timely manner
- Catalog and Organize Education Department calendars, files, digital drive, Teaching Staff forms, student forms, folders, photos & metadata
- Coordinate or support volunteers and delegate tasks and projects as needed
- Send, collect and forward program evaluations, quarterly
- Collect staff forms, process receipts and receive TA Contracts as needed
- Support Education Manager with administrative task as needed

Programs:

- Coordinate with the Education Manager to collect program materials, resources and supplies as needed
- Coordinate with the Education Manager to implement program operations policies, procedures and training programs
- Coordinate with Education Manager to support on and off-site programs as needed

In-Person Operations:

- Coordinate with the Education Manager to ensure all Studio setup requirements are in place prior to the start of Evening and Weekend programs
- Coordinate with the Education Manager, Visitor Services Coordinator and Facilities Coordinator to maintain facility operations, safety guidelines and maintenance for all visitors, students, and staff
- Support the Visitor Services desk and visitors as needed

Facilities:

- Coordinate with the Education Manager to oversee the condition and maintenance of community spaces as needed
- Coordinate with the Education Manager to maintain PPE and first aid kit access, replenish as needed
- Secure Studios and Facility as programs start or finish after gallery hours and at the close of day as needed

Events and Facility Rentals:

- Support events, receptions, art openings and front desk services as needed
- Coordinate studio rentals and community partnership events 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. EC will have professional capacity and willingness to learn and grow with the work. Familiarity



or professional experience with teaching, arts administration, education, community organizing, studio art media practices are a plus! Additionally, a successful candidate will:

- 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

- Two years work experience in a relevant field, or an equivalent combination of education and customer service experience
- Experience working or volunteering with public facing programs, events, non-profit work and/or community organizing
- Prefer experience working or volunteering with culturally diverse communities or communities of color
- Fluid interpersonal skills, welcoming and friendly demeanor with an ability to collaborate with teaching artists, partners, students, volunteers and staff
- Must be comfortable with receiving and giving directions, feedback and delegating tasks to completion
- Strong organization and tech proficiency with Google Docs or other administrative softwares and social media platforms
- Experience with studio and facility operations, safety and security is a plus, but not required
- Spanish or Mandarin 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 \$18 an hour to start and \$20-22 an hour post 60 to 90-day probationary period. Non-exempt, no benefits, no overtime

Schedule



This schedule is Part Time, 20-25 hours a week, Wednesday to Thursday 2:00 PM - 7:00 PM & Friday - Saturday 10:00 AM - 3:00 PM

Note: Schedule is tentative meaning the days and times may fluctuate with notice to accommodate program and operation needs. All overtime must be pre-approved.

To Apply

Interested candidates should send a cover letter, three references and their resume with the subject line "Education Coordinator" to: education@richmondartcenter.org

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