

Position: Education Manager, Full Time, Benefited
Schedule: 36-40 hours a week, Monday - Friday,
9:00 a.m. - 5:30 p.m. (some weekends required)
Pay Rate: \$25 hourly, Non-exempt
Supervisor: Education Director

About the Richmond Art Center

The Richmond Art Center (RAC) is a 501(c)(3) nonprofit arts organization founded in 1936 by artist/educator Hazel Salmi. The RAC moved into its current 25,000 square foot facility as part of the City of Richmond's Civic Center Plaza in 1951. The 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, the City of Richmond is the community we seek to serve. The RAC offers art classes, exhibitions and events at our facility as well as off-site activities that bring free, high-quality art making experiences to community members with limited access to arts education.

About the Arts Education Program

The RAC's arts education programs offer art classes to adults, youth, and families in six on-site art studios, off-site partnerships with school programs and local 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.

About the Position

The RAC's Education Manager (EM) directly reports to the Education Director and oversees all Education Department programs, projects and partnerships including management of teaching staff both on and off site. The EM will work closely with the Education Coordinator and the Visitor Services Coordinator to oversee and manage Education Department operations, logistics, procedures and resources. The EM is a public-facing position responsible for, but not limited to, the following:

Programs:

- Develop, collaborate and lead RAC education programs with, and for, the Richmond community, partners and stakeholders
- Manage and coordinate program materials, resources and supplies
- Develop, update and implement operations policies, procedures and training programs

- Manage, coordinate and lead quarterly Standard Operating Procedures (SOPs) for on and off-site programs
- Facilitate meetings with teaching staff and programs staff as needed

Administrative:

- Manage and oversee the Education Department's administrative operations including department communications, calendars, files and forms
- Manage and coordinate communications, onboarding, program resources and Standard Operating Procedures (SOPs) with teaching staff
- Manage and lead the Request for Proposals (RFPs) process and support enrollment management SOPs
- Collaborate with the Education Coordinator to manage priority projects and volunteers in concert with operations staff
- Manage, distribute and collect program evaluations and report to Education Director
- Manage, distribute, collect and consolidate teaching staff Human Resources paperwork, contracts, reimbursement forms and payment requests in a timely manner

Facilities:

- Manage and coordinate facility repair, infrastructure and maintenance requests in concert with the Education Coordinator and Facilities Coordinator
- Manage on-site studio rentals, event requests, equipment use and studio access needs; report any conditions or maintenance needs appropriately
- Manage and develop Safety and Security SOPs for teaching staff and students in collaboration with the Education Coordinator

Job Requirements

The EM must be adaptable and flexible to sudden changes in workflow and maintain a balance of 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 EM will have professional capacity to grow in the position and:

- Share values that help the RAC provide a safe, inclusive, supportive, and creative environment for community members
- Collaborate to problem-solve and pivot as well as be flexible, imaginative, and innovative with other staff, Teaching Artists, Studio Monitors, students, volunteers and visitors
- Proficient independent workflow management: time management skills, planning and organizational skills, short term and long term project prioritization, pivot to meet department timelines, ability to articulate and anticipate administrative needs,
- Maintain timely and open communication with all RAC supervisors, staff and stakeholders

- Perform site visits, support off-site programs, collect and/or distribute program supplies

Qualifications

- Four (4) years work experience in a relevant field, or an equivalent combination of education and experience with a preference for studio management, project management, program management, events management, non-profit arts or education organization and/or social justice community organizing experience.
- Strong interpersonal skills with a friendly demeanor and an ability to collaborate and develop relationships with Teaching Artists, community partners, students, volunteers and adjacent staff. Must be comfortable with delegating tasks to completion and providing and receiving feedback to collaborators of all levels.
- Proficiency with Google Suite, project management software, administrative platforms and photo editing software.
- Experience as art studio operations staff and/or safety management is a plus but not required.
- Spanish language proficiency is highly preferred but not required.
- Have a valid California driver's license and reliable vehicle.

Compensation

The EM is classified as a full-time, in-person position (36-40 hours a week). The starting rate is \$25 an hour. All overtime must be pre-approved. This position includes a robust benefits package including federal holiday pay.

Schedule

The EM is a full-time, in-person position scheduled Monday through Friday, 9:00 a.m. - 5:30 p.m. with some weekends required with notice. All overtime must be pre-approved.

Note: days and times may fluctuate with notice to accommodate program operational needs.

To Apply

Richmond residents are encouraged to apply! To apply, please send your Cover Letter and Resume to jobsapp@richmondartcenter.org with "Education Manager" in the subject line of the email. Your cover letter should give us a sense of who you are and how you meet the minimum qualification for this position. Your resume should support the information in your cover letter and underscore any additional qualifications that



make you the ideal candidate for this position. Candidates who do not provide the complete application materials will not be considered.

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