

## **Anton Art Center**

### **Education Coordinator**

#### **Job Posting**

**April 6, 2018**

The Anton Art Center is currently seeking applicants for our Education Coordinator position.

### **About the Anton Art Center**

With a mission to enrich and inspire people of all ages through the arts, and a vision to create an open community around creative expression, the Anton Art Center has been working for nearly 50 years to support residents and visitors to Macomb County through art exhibits, public programs, educational offerings, and more.

### **Job Summary**

This is a part-time hourly position reporting to the Executive Director. Responsibilities include coordinating and executing all educational and community programs, grants and events, as well as maintenance of documentation and reporting relevant to these programs. The Education Coordinator will recruit instructors, plan educational offerings to meet community demand and fulfill the Anton Art Center's mission, develop class and workshop schedules, update printed and marketing materials for educational programs, and market educational offerings to our community. Please see the complete job description at [www.theartcenter.org/about-us](http://www.theartcenter.org/about-us) for the full list of essential duties and responsibilities.

The Education Coordinator will work 16 hours per week at the Anton Art Center facility in Mount Clemens, and the salary range is \$10-12/hour. Applications will be accepted until Friday, April 20<sup>th</sup> at 5pm.

### **General Qualifications**

High school diploma or equivalent, and 1-2 years' general office experience and/or training. Computer experience must include Gmail, Google Calendars, and Google docs. Must be able to operate faxes, printers and any other office equipment required to facilitate this position.

Anton Art Center staff and board members are committed to inclusion, diversity, equity and access. Minority candidates are encouraged to apply.

### **How to Apply**

Submit your resume to Phil Gilchrist, Executive Director at [pgilchrist@theartcenter.org](mailto:pgilchrist@theartcenter.org).

Applications will be accepted until Friday, April 20 at 5pm.

Please review the full job description here: [www.theartcenter.org/about-us](http://www.theartcenter.org/about-us)

**Anton Art Center**  
**Mt. Clemens, MI**  
**Job Description**

Job Title: Education Coordinator  
Department: Education  
Reports To: Executive Director  
FLSA Status: Non-Exempt  
Prepared By:  
Prepared Date: March 2018

**SUMMARY**

This is a part-time hourly position reporting to the Executive Director. Responsibilities include coordinating and executing all educational and community programs, grants and events. Maintain, update and disseminate documentation and reports relevant to the program's success.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Recruit instructors and collect resumes.
- Oversee maintenance of instructor contact information using Microsoft Access
- Plan educational offerings to meet community demand and to fulfill the center's mission to provide access to quality visual arts.
- Develop class/workshop schedules
- Determine class/workshop tuition & instructor rates in consultation with Office Manager; rates are subject to periodic review by the Executive Director and /or the Education Committee
- Design class brochures and other promotional materials as needed
- Prepare, distribute, collect & summarize evaluations by participants and instructors
- Recommend policy pertinent to education program
- Facilitate collaborations as may be determined with the Executive Director and/or the Education Committee
- Provide assistance to the Education Committee Chairman of the Board for periodic meetings of the Education Committee

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High School Diploma or equivalent and 1-2 years general office experience and/or training. Computer experience must include Gmail, Google Calendars and Google Docs. Must be able to operate faxes, printers and any other office equipment required to facilitate this position and its responsibilities.

**LANGUAGE SKILLS**

Ability to read and interpret general business manuals and periodicals. Ability to write routine reports and correspondence. Ability to speak effectively with employees and customers of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee/maintain condition of classrooms, including lighting, tools, supplies, pedestals, etc.
- Ability to lift and move heavy objects
- Inform Executive Director of needed improvements, replacements, repairs

While performing the duties of this job the employee is regularly required to sit, walk, stand, talk and hear.

**WORK ENVIRONMENT**

The work environment described here are representative of those an employee encounters when performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a general office environment. The noise level is quiet to moderate. Occasional driving is required of this job.

**SALARY & SCHEDULE**

This is an part time hourly position, paid biweekly. Scheduling for this position is flexible. Hours available are Tuesday through Saturday from 10am to 6pm, with an occasional evening and Sunday hours.

**BENEFITS**

- Part time positions are not eligible for Health benefits.
- Parking Permit