



Title:	Education Manager (updated as of 9-28-20)
Type:	Full-time, salaried. 40 hours a week. Some flexible scheduling with evening and weekend hours necessary. Health and paid time off benefits available for this position
Salary:	\$33,000-\$40,000 based on qualifications and experience
Responsible For:	Coordinating, creating and implementing education programs and integrated curriculum.
Liaison with:	Art and Culture Center/Hollywood (ACCH) administrators and staff, students, parents, teachers, artists, the general public and other organizations.
Reports to:	Director of Education
Primary Function:	Manages educational programming. Programming includes after school programs, school partnerships, Distance Learning, camps, workshops, drop-in programs, group tours, community events and other special projects. Creates integrated curriculum and programming for new and existing programs for its present campus as well as for the planned expansion of the Center's education facilities.

Duties and Responsibilities

Coordinate and aid in implementation and teaching of education programs.

Write, create and develop integrated programs and curriculum. Ensure all curriculum is connected to State Standards, Common Core Standards and/or National Standards as well as integrated with STEAM, where appropriate.

Implement and coordinate programming including workshops, classes, camps and special projects.

Work with the Director of Education to identify and adapt pre-existing lessons and programs for new audiences.

Develop new and innovate ways for the Education Team to utilize technology in their teaching and creating new and lasting connections to our audiences.

Assist with recruitment, hiring and supervision of qualified teachers, artists, performers and assistants and with communication with teachers, parents and guardians.

Work with the Education Team to develop new and expand existing programs - with specific emphasis on programs pertaining to the visual and/or performing arts.

Communicate with schools, families and communities to promote existing and upcoming programs and educational opportunities.

Work with Marketing Team to help create promotional and archival videos of student work.

Draft educational text necessary for programming materials and promotion.

Monitor, organize and purchase of supplies required to implement programs within budget allowance.

Research, create and help implement other educational opportunities that help support the mission of the Art and Culture Center/Hollywood.

Track and record information necessary for reports regarding the status and accomplishments of programs. Keep thorough records of registrations and information using Excel, Google Docs and Google Sheets.

Perform other related duties incidental to the work described and as organization needs.

Candidate Requirements

Candidate must possess a minimum of a Bachelor's degree in education (formal or informal), visual arts, art history, performing arts or other related field and a minimum of four years of experience working with children (K-12th). Additional experience in adult education, curriculum development and/or instructional supervision strongly encouraged. Teaching experience is required, with priority given to those who have taught to a wide breadth of ages/diverse audiences. Time spent working within the arts is highly desired. Experience writing and integrating programs in more than one arts discipline is desired. Experience with video-editing or similar technology is required. The candidate will work directly with children and families, so a strong sense of initiative, commitment, responsibility, dependability, flexibility and creativity is required. The candidate should work well as part of a team and also be self-directed and adaptable. Exceptional communication, problem solving, attention to detail and diplomacy skills required. Excellent organizational and administrative skills as well as an ability to work well with the public is necessary. Strong knowledge and experience with Microsoft Word, Excel, Google platforms, as well as computer operating systems is required. Spanish and/or Haitian Creole-speaking/writing proficiency a plus. The candidate must be able to work flexible evenings and weekends related to their area of coordination. Level 2 background check and Department of Children and Families clearance is required.

To Apply:

Please submit resume and any supplemental materials you feel relates to the position by mail, hand delivery, or email. Reference: Education Manager position. Position open until filled, though encouraged to apply by Friday, October 16, 2020.

Attn: Director of Education
Re: Education Manager Position
Art and Culture Center/Hollywood
1650 Harrison Street
Hollywood, Florida 33020
operations@artandculturecenter.org