

## Job Posting

### **Position Title: Education Coordinator**

Status: Non-Exempt, full-time

Salary Range: \$14 - \$17 / hour

Reports to: Program Director

**About the Role:** The Peggy R. McConnell Arts Center (MAC) of Worthington seeks a motivated arts professional to coordinate the year-round educational and programmatic efforts in the visual and performing arts offerings for the multi-disciplinary arts center serving Worthington and the greater central Ohio region.

In this role you will work closely with the Program Director in fulfilling programmatic priorities for the Arts Center as well as work with local artists in gallery installation, lectures, and arts education initiatives. Full-time hours include regular night and weekend work to support building operations, programs, and events.

**About the MAC:** The McConnell Arts Center is a dynamic multi-disciplinary arts center located in Worthington, Ohio in the historic former Worthington High School building. The MAC opened in 2009 through a partnership between Worthington Schools, the City of Worthington and the Worthington Arts Council, and has created a vibrant and dynamic arts program of the highest quality that is enjoyed by patrons throughout the central Ohio. Featuring established and emerging artists on view, on stage, and in class, the MAC provides exhibition and performance opportunities to local artists. Through diverse programming including art education classes, exhibitions, and live performances, the MAC builds connections between artists and the community in a comfortable setting, inspiring personal growth and promoting a well-rounded and balanced life.

The MAC remained open through most of the COVID-19 pandemic with limited programs and vacant positions remaining unfilled. As programs start to expand, we are working back toward a fully staffed team of 7 members with additional support from independent arts instructors and passionate volunteers. Benefits include paid vacation and sick time and access to a company sponsored healthcare plan, complimentary tickets to performances at the MAC and from our partners, and a flexible working environment.

### **Essential Functions:**

The Education Coordinator is primarily responsible for managing the day to day logistics, scheduling, and set up with regard to art classes, gallery installation, and other arts programming throughout the building.

#### Arts Education (50%)

- Assist with program development and execution of classes and camps.
- Coordinate information with instructors and students.
- Prepare classrooms for educational and programmatic initiatives including maintenance and upkeep of classrooms and the painting and drawing, dance, and ceramics studios.
- Support instructors with any supplies, set-up, or special requirements they have for classes.
- Promote class offerings through online and community resources including website content and registration set up.

- Assist with assembling curriculum materials and programming calendar.
- Assist with planning for future classes and programs.

#### Operations and Customer Service (20%)

- Serve as first point of contact with the general public by answering phones, taking and relaying messages, and welcoming guests at the front desk.
- Assist with on-site production needs for performances, special events and other facility needs, including running the box office, setting up and tearing down chairs and tables, and organizing materials.
- Set up enrollment information and take registrations and ticket sales in the Arts People database.
- Support general facility maintenance needs as required.

#### Visual Arts (15%)

- Assist Program Director with long-term planning of gallery scheduling through contract management and content coordination for promotion and installation needs.
- Coordinate installation and de-installation of work for 6 – 10 exhibitions each year in the main gallery and corridors.
- Manage volunteer installation crew during exhibition changeovers including training in the proper care and handling of art objects.
- Serve as preparator and registrar for all exhibitions, documenting condition of works when received and returned.
- Create didactic text, exhibition labels, signage, flyers or any other educational materials for exhibitions.

#### Marketing & Promotion (15%)

- Manage and distribute the weekly @theMAC newsletter by collecting content for upcoming events.
- Serve as staff photographer; organize photos so they can be quickly accessed for promotional use; send images to media as requested.
- Support social media initiatives in the promotion of programs and events.
- Contribute to design needs for building signage, event promotion, and program content.

**Program Expectations:** The McCormell Arts Center presents programs through collaboration with local and regional artists. More a presenter than producer, the MAC works with existing performing arts groups, visual artists, and educators to bring a variety of free and ticketed events to the MAC. Arts education offerings vary from traditional weekly art classes to day-long intensive workshops and introductory instruction through outreach and engagement efforts. The visual arts series features the work of local artists and arts groups who live and work in the central Ohio region. Live performances range from venue rentals from local arts groups to MAC sponsored programs designed to attract a wide variety of audiences. MAC programs are also designed to work across disciplines to engage artists in new and exciting ways, bringing patrons into direct contact with artists and creators.

**Work Environment:** To perform this job successfully, you should be able to perform each essential duty satisfactorily. The physical demands and work environment described in this job description are representative of those an employee encounters while performing the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, you will be regularly required to use a computer and communicate with co-workers in an office environment. You will frequently need to stand or sit to complete work, make a presentation in front of an audience, and move tables, chairs, climb ladders and perform other duties when setting rooms for programs and events, moving or lifting up to 60 lbs.

**Our Ideal Candidate:** To be selected, you should be passionate about visual and performing arts programming and arts education, and have a career, volunteer, or academic history demonstrating that commitment. Bachelor's degree with a minimum of 1-2 years professional program or arts management experience and an appreciation for community-driven initiatives. Personal artistic discipline is a plus, but not required. You should be goal-oriented and mission-driven and able to manage complex calendars and schedules. Flexibility and creativity are essential qualities. An ability to support the work of instructors, interns and volunteers is essential as well working independently, managing self-directed weekly and monthly goals. You should have a great rapport with fellow staff and artists and the ability to work with all kinds of people. Most importantly, you should be a proactive communicator, friendly, approachable, and creative.

The MAC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined in federal, state or local laws.

**To Apply:** Send resume, cover letter, salary requirements, and references to [hr@mccormickarts.org](mailto:hr@mccormickarts.org). No phone calls please. Posting will remain active until position is filled. Only candidates selected for an interview will be contacted.