



## POSITION DESCRIPTION

**POSITION:** Education Manager  
**DATE:** May 6, 2022  
**REPORTS TO:** Chief Program Officer

BlackRock Center for the Arts, a multidisciplinary nonprofit arts organization providing professional performing arts, visual arts and arts education to the community, seeks an Education Manager to oversee the continuing development and implementation of the Center's current performing, visual, dance and music classes, community outreach efforts and camp programs.

## POSITION SUMMARY

The Education Coordinator works closely with the Chief Program Officer and assists in developing class offerings, summer camp programs and innovative community engagement opportunities. The ideal candidate will bring strong arts education and management experience, vision, creativity, an entrepreneurial spirit, and a commitment to high quality programming and teaching to help realize the organization's mission and meet programmatic and financial goals. The position incorporates program development, operational implementation, evaluation, support to the instructors, customer service, registration, problem solving, financial invoicing, direct marketing and developing reports.

The Education Coordinator reports directly to the Chief Programs Officer and will be responsible for coordinating schedules for the teaching staff and management of volunteers.

## ABOUT BLACKROCK EDUCATION:

BlackRock's arts education programming provides creative, affordable, and diverse classes in a nurturing, positive, and safe learning environment. Classes include dance, music, theater, and visual arts for children and adults, as well as summer arts camps for school-aged children. BlackRock currently offers approximately 40 arts classes per week to more than 300 students per session, as well as school outreach programs around Montgomery County, Maryland. Our community engagement activities include workshops, artist discussions, field trip, virtual classes, private lessons and other creative special events supporting Mainstage and gallery programming to enhance the community's arts experiences and promote discovery, exploration, appreciation

and personal or professional development. BlackRock's mission is to inspire and encourage the community to explore, experience, and celebrate the arts.

#### **JOB DUTIES AND RESPONSIBILITIES:**

##### Program Implementation:

- Supports the development of innovative, and high-quality class offerings and programs in all the performing and visual arts disciplines for children and adults in collaboration with the Chief Program Officer and Camp Director,
- Monitors, assesses, and improves effectiveness of educational programs by monitoring enrollment trends and provides informative reports highlighting needed areas of growth with recommendations for improvements including future partnerships,
- Serves as central point of contact for all Department of Education Programs and Teaching Artists,
- Identifies needs, supports recruitment and evaluation, and serves as central contact point with all performing and visual arts faculty (approximately 25 instructors and partners),
- Works alongside the BlackRock artistic to team to support educational in-school, after-school, field trips, and to enrich special events including open house,
- Plans seasonal demonstration and recital programming virtual and in-person,
- Monitors, awards, and manages Scholarship applications and budget.
- Works with the Director of Marketing to implement the plan for education offerings and community engagement activities,
- Develops communications to teachers and students,
- Builds and cultivates strategic working relationships with arts education community, Montgomery County Public School's staff and teachers, and parent support groups to manage and expand on-campus after school arts programs
- Represents education department in cross department events such as community art days,

##### Registrar:

- Manage all Department Inquiries promptly and professionally,
- Monitors on-line registration and troubleshooting collections, ensuring proper receipt of class payments, and issue of course credit,
- Serves as the registrar and operational lead for Camp programs, serving as lead support to Camp Director,
- Builds seasonal course offerings via ActivNet and manages website to reflect up to date classes

##### Operations:

- Oversees enrollment, management of student rosters, supplies, facility and tech needs, implementation, or cancellation of programs for each season,

- Ensure adequate inventory and purchase of necessary supplies (i.e., art supplies) for all class offerings and camp programs,
- Organizes digital and face to face student performances,
- Implements and informs Teaching Artists of BlackRock's safety plan,

Finance:

- Monitors the implementation of the annual education budget for seasonal programming, scholarship, and community engagement programs: Prepare reports on managed budgets for as requested,
- Tracks spending and material management adhering to department budgets,
- Invoices and manages instructor invoicing for independent contractor compensation,
- Prepare reports as required by Chief Program Officer and Director of Finance,
- Supports, tracks, and adheres to department budget,
- Tracks and records expenses by course,

Other responsibilities:

- Represents education programming at weekly staff meeting, scheduling meetings and production meetings where applicable,
- Serve as engaged and involved team member, supportive of the varied experiences and perspectives of internal and external customers
- Support and actively build an office culture dedicated to superior customer service that exceeds member expectations
- Serves organization for all-hands-on-deck events including Juneteenth, Hispanic Heritage and BlackRock Celebrates the Season,
- Assume other responsibilities as assigned

**SALARY: \$42K**

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

- Sit, stand, walk and work at a computer, relative to an office environment
- Ability to lift and/or move up to 50 pounds
- Ability to work a flexible work schedule, including weekends and evenings, as required

**EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:**

- Bachelor's degree in arts education, fine arts, performing arts, or related field is required (Preferred five years of progressively responsible arts administration experience)
- Familiarity with and a good knowledge of a variety of performing and/or visual arts disciplines is required (as a working performer, artist, teacher and/or arts administrator)

- Demonstrated ability to develop strong volunteer and professional partnerships and alliances
- Detail oriented with exceptional organizational and time management skills
- Excellent written, research, oral, and presentation communication skills
- Excellent interpersonal skills with strong problem-solving experience
- Strong project management skills and the ability to handle multiple activities simultaneously
- Proficiency in MS Office, Google Suite required with Excel spreadsheet and analytical skills
- Experience with relational databases
- An understanding of and keen interest in the arts, cultural diversity, racial equity, and community social services.
- Proven ability to work independently and in a team-based environment

#### **EQUAL OPPORTUNITY EMPLOYER**

Blackrock Center for the Arts has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability, or national origin.