



Education & Outreach Coordinator

Redux Contemporary Art Center is a nonprofit organization committed to fostering creativity and the cultivation of contemporary art through diverse exhibitions, affordable studio space for visual artists, meaningful education and outreach programs, and a multidisciplinary approach to the dialogue between artists and their audiences.

Redux's full-time Education & Outreach Coordinator is an experienced professional arts administrator; responsible for supporting the development and implementation of an array of educational programming and arts-based community engagement. This position reports to the Executive Director. The ideal candidate will have a demonstrated commitment to education and curriculum building, a passion for community engagement, and a strong interest in the arts.

Education/Outreach Responsibilities:

- Coordinate, plan, and schedule educational programming for schools, private/individuals, and groups - including lessons, camps, and workshops for children and adults
- Maintenance of the arts Education/Outreach budget
- Grant writing for application and renewal of Education/Outreach funding
- Prepare reports, correspondence, and recommendations for the arts education programs, its clients and funders
- Maintenance and management of all art education spaces at Redux and art supply needs
- Hire and manage teaching artists for Redux education and outreach programming
- Authorize and manage teaching artists' contracts and payments
- Manage and hire interns and volunteers for Education/Outreach purposes
- Assist with marketing efforts related to Redux Contemporary Art Center's Education/Outreach programming – includes media contact, social media, and newsletter maintenance
- Liaison with the educational community – includes the public and private schools, organizations, and districts within the tri-county area – establishing and maintaining relationships
- Keep current with statewide and national issues and movements in arts education
- Provide partnership and program coordination in collaboration with local and state-wide arts
- Assist in creating school programs that align with National and State standards
- Design and facilitate program evaluation
- Participating in fulfilling Redux' educational vision and goals as they relate to exhibits, program planning, outreach efforts, events, and other educational activities
- Assist in the development of new programs and department initiatives

- Promote a positive interest in art and cultural activities by being an enthusiastic role model and facilitating learning

Membership Responsibilities:

- Oversee the coordination and fulfillment of the membership program, including honoring Education discounts and benefits
- Develop programming for Redux members
- Assist with marketing efforts related to Redux Contemporary Art Center membership program
- Maintain and oversee the database of Redux members

Position Requirements:

- 3 + Years' experience in education field (teaching, administrative, curriculum development, etc.), arts education experience preferred
- Degree in arts and education preferred, or equivalent experience
- Excellent interpersonal skills, team player and leader
- Strong verbal and written skills
- Excellent time-management skills
- Strong organizational skills (scheduling, budgeting, contracts, payments, etc.)
- Proficient in Microsoft Office (Word, Excel) and Google equivalents
- Social media savvy
- Flexible schedule is a plus
- Knowledge of visual arts media and materials a plus

Physical Requirements:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, kneel, bend, reach, climb, grasp and key at a computer. While performing the duties of this job, the employee is regularly required to see, speak and hear. The employee must frequently lift and/or move up to 25 lbs and occasionally lift and/or move up to 50 lbs.

To Apply:

Please submit a cover letter, resume, and 3 references to cara@reduxstudios.org with the title of the email reading "Education & Outreach Coordinator Application – {First Name, Last Name}" by May 8th, 2019.

Redux Contemporary Art Center is an equal opportunity employer. People of diverse backgrounds are strongly encouraged to apply. This is a full time, salaried position.