



Firelands Association for the Visual Arts (FAVA)
39 South Main Street
Oberlin, Ohio 44074

Education Director

Firelands Association for the Visual Arts (FAVA) seeks an Education Director as it builds on 39 years of changing lives through the visual arts.

The Education Director has primary responsibility for the classes offered by FAVA. The Education Director establishes and oversees a group of courses that meet FAVA's mission as well as the needs of the community at large. The Education Director also has responsibility for outreach programming and activities.

Primary Responsibilities:

Curriculum Management:

- Works with the Education Committee and Executive Director to create and refine the vision for the education program, reflecting FAVA's mission and the ideas generated through the strategic plan.
- Develops and implements a series of courses which reflect the vision defined above.
- Develops a schedule of classes for publication, and works with the Assistant Director to ensure timely distribution via all appropriate means of communication.
- Regularly monitors, evaluates, and refines the curriculum to best serve FAVA and the community at large.
- Establishes an ongoing schedule of meetings with the Education Committee to review education activities.

Outreach/Event Management:

- Oversees outreach and non-class art activities as appropriate.

Instructional Management:

- Identifies, interviews, and hires instructors for all classes.
- Regularly communicates with instructors to ensure that classes are running smoothly.
- Evaluates instructors and courses to ensure that they are meeting the needs of the students.
- Requests payment for instructors and ensures that the payments are delivered in a timely manner.

Supply Management:

- Communicates with instructors in a timely manner to identify supplies needed for classes.
- Creates and maintains inventory of supplies.
- Orders classroom supplies as needed.

Space Management:

- Coordinates space needs for classes.
- Ensures that classroom space is well organized and that instructors can safely store supplies.
- Ensures that classrooms spaces are maintained appropriately and cleaned when necessary.

Volunteer Management:

- Communicates effectively with volunteers, work study students, and interns working with the education program to ensure that they are fulfilling their roles and that they are provided an appropriate workload.

Staff Collaboration:

- Collaborates with the Exhibition program to find appropriate situations where the exhibition program can serve educational outcomes
- Collaborates with other staff to help fulfill the mission and goals of FAVA.

Communication Management:

- Works with the Executive Director, Assistant Director, and interns/work study students to ensure that regular online updates (via social media, FAVA's blog, FAVA's website, etc.) are being provided regarding FAVA's educational activities.
- Communicates effectively with other art agencies in the OCA building, and works in collaboration with those agencies where appropriate.

Performs other duties as directed by the Executive Director.

QUALIFICATIONS:

A Bachelor's degree is required, and a Master's degree is highly desirable. *A degree or degrees in art, art education, or education is also highly desirable.* Substantial relevant work experience will be considered in lieu of education requirements.

Adaptable, communicates effectively both orally and in writing, creative, works well independently and as a member of the team.

Organized.

Computer literate; social media and website experience a plus.

A strong record of effective volunteer or staff management.

An ability to listen well, collaborate in decision-making, and exhibit determined implementation of decisions.

High level of ethical standards.

Demonstrated knowledge and awareness of the arts and culture.

Understanding of under-resourced populations.

Ability to communicate in Spanish is a plus.

This is a 30-40 hour/week position reporting to the FAVA Executive Director.

SALARY:

Compensation for the position will be \$32K-\$37K commensurate with experience.

TO APPLY:

Applicants must provide:

Cover letter that highlights your qualifications, resume and list of three professional references sent to FAVAoberlin@gmail.com.

Interested applicants must be willing to submit to a background check as part of the evaluation process. Responses must be received no later than 5:00 p.m. on September 22, 2017.

As a recipient of State of Ohio funds, received in the form of an annual grant from the Ohio Arts Council, FAVA will comply with all State of Ohio nondiscrimination requirements for recipients of public funding. FAVA's programs, services, and employment practices are free of discrimination based on race, gender, color, religion, national origin, disability, age, or sexual orientation.