



Education Director Job Description

Mission: Rooted in its unique history, The Dairy Barn Arts Center enriches lives and cultivates community through equitable access to the arts.

Position Type: Full-time, Exempt

Reports To: Executive Director

Compensation: \$38,000 - \$42,000

Diversity Statement:

Diversity is a core value at The Dairy Barn Arts Center. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all visitors, students, and staff. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Job Description:

The Education Director is responsible for managing the education department of The Dairy Barn Arts Center, including but not limited to adult and youth classes and workshops, summer camp, educational outreach programs, field trips, and educational activities pertaining to exhibitions displayed at the Barn. This position oversees the education department in its entirety, including three art studios (fiber arts, ceramics, and digital arts), the supervision of departmental staff (studio managers, class instructors, interns, and camp staff), budget management, goal setting, curriculum planning, and marketing as needed.

Qualifications:

- A minimum of an associate degree in education, fine art, or a related field of study. Candidates with a bachelor's degree or higher are strongly preferred.
- 5 years of experience in arts education, arts administration, or a related field, with demonstrated leadership responsibilities.
- Experience working with children in an educational or camp setting, including classroom management and behavioral support.
- Strong understanding of child development, youth engagement strategies, and best practices for inclusive environments.
- Teaching experience is beneficial but not required.
- An understanding of curriculum development and state learning standards.
- Specialized skills and/or experience in the fiber arts, digital media, ceramics, or other similar disciplines.



- Experience managing staff, developing a budget, and working with teaching artists.
- Aptitude with class registration systems, Google G Suite, Facebook, and Instagram.
- Community-minded spirit with the ability to create an open and welcoming environment accessible to people of all abilities.
- Employment will be contingent upon a completed criminal background check, barring any prohibitive offenses, updated every five years, and received by The Dairy Barn before the candidate's first assigned duties with children.

Primary Job Responsibilities:

- Oversee the creation, expansion, and management of all education programs, including camps, classes, workshops, and outreach initiatives.
- Develop long-term strategic goals for educational programming, ensuring alignment with The Dairy Barn's mission and community needs.
- Oversee the planning, coordination, and implementation of Summer Art Camp, including curriculum development, staffing, and resource management to ensure a high-quality, inclusive, and engaging experience for all campers.
- Recruit, train, and support teaching artists and instructors, ensuring high-quality educational experiences.
- Oversee curriculum development and ensure alignment with best practices in arts education and state learning standards.
- Supervise the ceramics, fiber arts, and digital arts studios, ensuring proper maintenance, staffing, and resource allocation.
- Provide leadership and support for education department staff and contractors, including the Assistant Director, teaching artists, and camp personnel.
- Establish policies and best practices for studio operations, class structure, and instructor expectations.
- Develop and manage the education department's budget in coordination with the Executive Director and Board of Directors.
- Oversee class registrations, payment processing, and financial tracking for education programs.
- Write and assist with grants supporting education initiatives and secure sponsorships to expand programming and resources.
- Lead efforts to promote education programs and develop engaging content for social media, website updates, and print materials.
- Ensure clear and effective communication with students, families, and community partners.
- Provide oversight during children's programming, ensuring a safe and positive learning environment.
- Address behavioral concerns, classroom management issues, and student needs as they arise.
- Ensure a responsive, supportive experience for youth and adult students, resolving concerns effectively.
- Assist with other organizational needs as required.