

## **EDUCATION DIRECTOR JOB DESCRIPTION**

Supervised by: Administrative Leader

25 hours per week

### **JOB SUMMARY**

The Education Director is responsible for managing all educational programs offered by MakerSphere, ensuring alignment with organization's values and standards while meeting student and community needs. This position will work closely with organizational committees and community partners to focus on the ongoing support of existing programs while also developing new strategies and initiatives to expand programs.

### **JOB RESPONSIBILITIES:**

#### **Program Development**

Take the lead in assessing overall programming needs and work with committees to improve and expand program offerings. This includes youth afterschool, youth summer camp, youth workshops, adult classes, adult workshops, adult memberships, community art projects. Meet collective established targets for programs as determined in committees and approved by the board.

**Policy Development** - Contribute to the development of all policies related to educational programs including, but not limited to, program standards, safety, student, scholarships, and best practices.

**Reporting & Analysis** - Establish evaluation plan for measuring program effectiveness and impact. Offer evaluation and information for grant reports as needed. Make programming recommendations as needed.

#### **Instructor Recruitment, Supervision & Development**

- Seek, interview, and hire new instructors based on organization's standards and needs. Work with new instructors to develop program details and curriculum for youth, adult, family, and community program offerings, including afterschool, workshops, classes, events, and memberships.
- Supervise instructors and provide curriculum guidance and support. Assist instructors with maintaining education standards and policy compliance. Work with instructors to address all program needs; facility concerns, student issues, schedules, and resources.
- Coordinate and offer ongoing professional development to instructors as topics emerge (approx twice a year).

**Budgeting & Resource Allocation** - Collaborate with committees to recommend program budget allocation and resources. Identify educational material needs, tools and technology, and additional needs for effective learning. Develop and manage systems for ordering supplies and program materials.

**Community Engagement & Events** - Build and maintain relationships with community partners, schools, parents, and community members to promote engagement and collaboration. Assist in design and planning of special events, staff workshops/educational opportunities. Seek creative partnership opportunities that build MakerSphere audience and brand.

## **QUALIFICATIONS**

MakerSphere is seeking a candidate that is organized, collaborative, and has strong communication skills (verbal, written, and interpersonal). The candidate must be able to work enthusiastically with a variety of people - including an active working board, youth, instructors, varied community groups, and artists. Also required will be skills in program evaluation and strategic thinking to help the organization grow. This is a community-based organization that partners at the grassroots level; the Education Director plays a crucial public facing role and must demonstrate the ability to pivot and adapt to varied circumstances while keeping the best interest of MakerSphere at the root of all work.

Adept computer skills on google platform are required - including email, documents, spreadsheets, calendar, meet, slides, and google drive management. Willingness to learn additional applications utilized by organization may also be required (QuickBooks, Little Green Light, and Ticket Tailor).

3-5 years experience managing educational programs and a bachelor's degree (or equivalent experience) is preferred.

Experience working with artists/makers and the greater art community preferred but not required.

## **WORKING CONDITIONS**

The Education Director has the opportunity to work in a hybrid model (remotely from home and onsite as required). Must be able to lift 30-50 lbs. The position allows for and also requires a flexible schedule (based on program needs). Work will be required at any one of our four satellite locations within the greater Waterbury area.

## **TYPICAL WORK HOURS AND BENEFITS:**

25 hours per week (flexible hours based on program needs)

\$25-\$30/hr based on experience

This position does not qualify for benefits.

Estimated start date mid-September 2024

MakerSphere does not discriminate against any applicant for employment based on age, color, sex (including gender identity, sexual orientation, or pregnancy), disability, national origin, race, religion or veteran status.

Please submit resume, cover letter, and 3 references to [makerspherevt@gmail.com](mailto:makerspherevt@gmail.com)