



Job Title: Art Education Administrator

Reports to: Executive Director

Job Purpose:

The Art Education Administrator plays a vital role in advancing the mission of the Turner Center for the Arts and the Lowndes/Valdosta Arts Commission (LVAC). This position is responsible for developing, managing, and promoting dynamic art education programs that serve the local and regional community. The Administrator works closely with volunteers, contracted instructors, and community partners to ensure high-quality, inclusive, and engaging educational experiences for all ages.

Duties and Responsibilities:

Under the guidance of the Executive Director and in collaboration with Center staff, the Art Education Administrator will:

- Design, implement, and oversee a diverse range of art education programs.
- Build and maintain partnerships with local schools, colleges, and community organizations.
- Coordinate outreach initiatives, including the Art Explorations program with the Boys & Girls Club, and programs with the Valdosta Housing Authority, Sheriff's Boys Ranch, and other nonprofits.
- Plan and manage seasonal art camps for school-age children.
- Recruit, onboard, and support art instructors and assistants, ensuring compliance with background checks and payment processes.
- Prepare classrooms and studios with necessary materials and equipment for instruction.
- Propose and develop new classes and program opportunities based on community needs and trends.
- Manage class scheduling and registration, including creating and linking digital forms via WordPress.
- Promote programs through direct outreach, website updates, and social media engagement.
- Represent the Turner Center at public events and community functions.
- Research, write, and manage grants and associated budgets, as needed.
- Participate in weekly staff meetings and monthly committee meetings.
- Support the organization's strategic goals and assist with other duties as assigned.

Qualifications Preferred:

- Bachelor's degree in Fine Arts, Art Education, Arts Administration, Communications, or a related field.
- Experience in nonprofit arts organizations or community-based programming.
- Background in teaching or managing art education programs.
- Familiarity with curriculum development for diverse age groups.
- Grant writing and budget management experience.
- Excellent written and verbal communication skills.

- Demonstrated leadership and organizational abilities.
- Experience working with children, adults, and diverse populations.
- Strong interpersonal skills and a collaborative mindset.
- Ability to work independently and exercise sound judgment.
- Proficiency with office technology, including Microsoft Office and WordPress.

Working Conditions:

This is a full-time position (35.5 hours/week), typically Monday through Friday. Occasional evening and weekend hours are required for events and special programs.

Physical Requirements:

Must be able to sit or stand for extended periods and lift up to 25 lbs. Regular setup and breakdown of tables and chairs for events is expected of all staff.

Other Tasks:

As assigned