



# THE UMBRELLA<sup>SM</sup>

ARTS EDUCATION

## **EDUCATION PROGRAM MANAGER**

November 9, 2020

### **POSITION SUMMARY**

In consultation and collaboration with the Director of Education, the primary role of the Programs Manager is to direct the overall operations, development, and implementation of The Umbrella's education and public programs for youth, including summer camps, vacation weeks, classes, workshops and other learning opportunities such as, drop-in art activities, birthday parties, and family workshops.

The Programs Manager will work to refine and promote existing programs, and develop new initiatives to further the organization's mission and maximize participation among community members in the local and regional area.

Furthermore, the Programs Manager will work with the Education Director to assist with the overall operations of the Education Department throughout the year and will have a variety of corresponding responsibilities, including but not limited to such areas as classroom oversight and scheduling, logistics and administration, and contributing to achieving the department's strategic and annual goals.

The Programs Manager is a full-time member of The Umbrella Art Center's staff, reporting to the Director of Education, and is a critical member of the Education Department, which also includes the Ceramics Program Manager.

### **RESPONSIBILITIES**

#### *Director of the Summer Camp and Vacation Weeks*

- Annually, serve as the Summer Camp Director and Vacation Week Director assuming all of the responsibilities entailed therein.
- Provide complete oversight of camp and vacation week programs, staff and volunteer management, orientation trainings, and program and curriculum development.
- Create and maintain the daily schedules for staff and students.
- Update and maintain all documentation and requirements pertaining to full compliance with Board of Health regulations.



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- Oversee COVID-19 precautions to ensure compliance with state and local regulations to ensure public health and safety.
- Serve as behavior management supervisor, intervene, and support staff with unexpected/negative behaviors.
- Work as the liaison between staff and ensure cohesion and shared vision and goals.
- Conduct regular evaluations of staff and programs.
- Make annual and regular program improvements that will benefit all participants and staff.
- Annually attend local camp fairs to promote and advertise summer camp/vacation weeks during off-season.
- Other related duties as specified by the Director of Education to ensure the safety and smooth day-to-day operations of the camp and vacation week programs.

## *Program Management*

- Help to organize, manage, and create programs and content for The Umbrella's seasonal course catalogs, periodic newsletters, website, and other media and marketing platforms.
- Assist in the development of course proposals that expand and enhance the Umbrella's educational programming.
- Research and recruit teaching artists, performers and other resources for programs.
- Work with the Director of Education to develop new and innovative arts education initiatives and programs, to enhance and grow The Umbrella's outreach programming, strategic partnerships, and grant opportunities.
- Participate in the evaluation of the program's effectiveness both quantitatively and qualitatively, and prepare regular and periodic evaluation reports to the Education Director.
- Manage and expand programming for youth and adults and other related events such as birthday parties, room rentals, drop-in programs, and private party events.
- Work with the Education Director to find administrative efficiency and better operational systems.
- Represent The Umbrella to a variety of participants and visitors and engage the public and community.

## *Classroom Management*

- Oversee all classrooms and their systems of organization and scheduling (except ceramics).
- Ensure supplies are ordered, properly organized, and on-hand for programs as needed.



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## **EXPERIENCE, SKILLS AND EDUCATION**

The ideal candidate for Program Manager at The Umbrella will have two or more years of experience building and managing arts education programs, preferably programs for children, a firm understanding of and experience working with artists, teachers, students and the public.

Additional qualities of a qualified candidate are:

- A highly energetic and self-motivated individual with excellent organizational and interpersonal skills.
- Administrative experience organizing children's summer camp programming – Camp Director, Assistant Director or equivalent level of experience.
- Previous responsibility managing COVID-19 precautions for public youth programming.
- Strong administrative skills and a keen awareness of the field of art and education.
- Ability to work in a small team environment; and demonstrated ability to supervise volunteers and contracted staff.
- A firm knowledge of child development and behaviors.
- Preferred experience writing and developing arts education curriculum.
- Minimum of a BA in Arts Administration, Education, Teaching, Fine Arts or a related field.
- MA preferred, will consider equivalent work experience in a related educational, arts, cultural, community, or nonprofit organization, preferably with a focus on education, program management, and customer service.

## **SALARY RANGE**

45K - 50K DOE with a competitive benefits package.

## **HOW TO APPLY**

Please send cover letter and resume to Jason Springer, Director of Education, to [education@theumbrellaarts.org](mailto:education@theumbrellaarts.org)

The Umbrella Arts Center, 40 Stow Street, Concord, MA 01742 | [TheUmbrellaArts.org](http://TheUmbrellaArts.org)

## **OUR MISSION**

The Umbrella enriches lives and builds a vibrant community through the arts. We inspire creativity, learning, and personal growth through arts education programs, performing and visual arts presentations, and community collaborations.