

Director of Visual Arts and Education Programs

Posted August 9, 2019

Bethesda area arts organization seeks a full-time Director of Visual Arts and Education Programs. We are looking for a seasoned arts administrator and professional in the field of arts education to act as a key member of the leadership team at Glen Echo Park. The ideal candidate will have extensive experience in managing and directing arts programs, engaging in complex partnerships to produce programs, experience working with artists to produce education and public programs, and experience developing and directing arts education programs for a variety of ages and experience levels.

The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization formed to manage and operate the programs and facilities at Glen Echo Park, a National Park and former amusement park located in Montgomery County, MD. Today, Glen Echo Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Partnership is dedicated to diversity and inclusiveness in our programs and organization.

The arts education programs at Glen Echo Park includes course offerings across a variety of genres to include both performing and visual arts and environmental education for adults, teens and children. The majority of courses are provided by our resident partners who act as department heads for their genres. We sponsor more than 1000 classes annually generating gross sales of \$1.8M per year and serving 7000 registrants. The Park is home to 15 studios/organizations on a 9-acre campus. The Partnership directly operates a classroom/office building and three gallery spaces with tenants occupying the remainder of the facilities that participate in the education program. The Partnership budget is \$2M annually (additional to the class revenue) with a full-time staff of 10 and additional part-time staff, and has been in operation since 2002. This position supervises a Registrar and part-time assistant registrars, the Visual Arts Exhibition Manager, a program assistant, and additional part-time and contract instructors and staff as well as interns and volunteers.

Reports to the Executive Director. Office location: Arcade Building, 7300 MacArthur Blvd. Glen Echo, MD.

Arts Education Program Development

- Oversee on-going arts education programs at the Park to include programs provided by resident and non-resident partners for a variety of ages, as well as outreach to new artists and partners to present programs and collaborate
- Ensure development of programs that serve a variety of program participants and use the strengths of Glen Echo Park to differentiate from similar offerings in the region
- Develop new adult and teen visual arts programs in concert with Park resident artists and outside instructors
- Develop and implement programs for children, youth and teens to include summer camp programs, after school programs, and pre-school age programs.
- Lead the exploration for the facility and program requirements and feasibility of the establishment of a Glen Echo Park arts-focused pre-school
- Develop the organization's capacity to serve a variety of special needs and under-represented populations who may require special accommodations
- Manage program budgets and ensure revenue targets are met and additional revenue streams are developed within the arts education program area
- Work with development staff to seek funding for programming that reaches target underserved or special needs populations to ensure the Park is accessible
- Supervise program staff which includes a program assistant, a program director for pre-school age programs, and instructors and camp staff

Course Catalog and Registration Processes

- Supervise Registrar and Assistant registrars in implementing the course registration process, managing the Park classroom facilities, producing the course catalog, and liaising with students, customers, instructors and partner organizations
- Plan and produce course offerings for adult, youth, children in the arts and environmental education area
- Supervise staff in production of a course catalog offering more than 400 courses per catalog two times per year
- Oversee course registration processes which occur in person, by phone, by mail and online
- Oversee contracts for online course registration vendor to ensure system is meeting needs and performing as required.
- Ensure data from online registration system is able to be produced for payout, development, and communication purposes
- Coordinate with marketing staff to promote arts education programs and communicate with potential and current program participants

Visual Arts Exhibitions

- Oversee and direct Visual Arts Exhibition Manager who will plan and implement exhibitions in the Partnership's three gallery spaces and develop process for outreach to area artists
- Review implementation of contracts for exhibiting artists and organizations

- Oversee planning for Partnership sponsored exhibitions, including both onsite and offsite
- Oversee Gallery Manager in production of the annual Labor Day Art Show, supervise an Exhibitions and Program Intern, and facilitate production schedule and staffing
- Liaise with resident artists and partner artists to produce events related to the visual arts program, including Artwalk, the Labor Day Art Show, and develop new opportunities and events for art sales on and off site.

Resident Artists and Park Events

- Oversee regular communications with arts instructors and collaborating resident and non-resident program partners
- Convene regular meetings with resident programs; work with resident programs to provide information and conduct joint planning with regard to the education program
- Oversee and coordinate planning and RFP processes for studio or facility vacancies
- Work with Facilities and Events staff to ensure program facilities are equipped for specific disciplines/class needs and plan for future facility needs
- Assist in the planning and execution of public events and programs that support the Park's mission and help build participation in Park programs

Planning and Administration

- Develop long-term goals and programmatic mission and structure for the education program
- Coordinate amongst Park programs and develop opportunities for collaboration and thematic connections across programs for annual planning
- Work on and develop education-related special events and programs
- Lead group planning for cooperative educational programming in the Park
- Participate in seeking funds for new program proposals, supporting work of the Development department
- Work with Partnership Board of Directors' committees or task forces when appropriate to support program planning

Hours: Permanent full-time position, 40 hours per week, Monday through Friday, 9:30am to 6pm. Evening/weekend hours required for special events and meetings.

Salary: Commensurate with experience. Full time exempt position.

Benefits:

- 10 days paid vacation
- Paid holidays
- 401K available after 12 months' employment
- Opportunity to participate in health plan after 3 months' employment in full time capacity
- 6 sick/personal days

Physical and other requirements: Must be able to provide own transportation, including during hours when public transportation is not operating; lift and move up to 25 pounds and walk throughout the Park for event setup; and speak fluent English to engage patrons.

Preferred Candidate Qualifications:

- Masters in arts administration, arts education or related field
- Bachelor's degree (ideally in related field) required
- Minimum ten years of related experience in the field of arts education or arts management in a Director or key senior leadership position
- Experience managing program(s) of size and scale similar to arts education program at Glen Echo Park
- Experience working directly with visual artists and developing visual arts programs
- Experience working collaboratively with organizations and/or artists to develop programs and events
- Experience managing program and administrative staff
- Knowledge of class registration systems and information system requirements for course registration processes
- Proficient with Microsoft office programs and Google suite

To Apply: Reference "Director Visual Arts and Education" in the subject line, please send resume and cover letter to: geppjobs@yahoo.com. By mail, send to GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812.

The Glen Echo Park Partnership for Arts and Culture is an equal opportunity employer.