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**First City Arts Center**

**YAP / Education Director**

**Job Description**

Position reports to the Executive Director

Position review is 60 / 90 days after hire. Subsequent review is annual on date specific.

**General Overview**

First City Art Center seeks a Director of Youth Art Programming (YAP) and Education to design and implement innovative and dynamic multi-disciplinary creative learning experiences. Building on a highly successful program, the ideal candidate will have experience concepting and planning programs, writing curriculum, managing teaching staff and be extraordinarily creative.

Our program is committed to developing strong creative skills, mindfulness, social and environmental awareness and community among our participants. The mission of FCAC is to cultivate a warm and inclusive atmosphere that honors each students’ unique strengths.

**Responsibilities**

* Design and deliver engaging, accessible, diverse and inclusive creative learning experiences and arts education programs aimed at early childhood, teen, and family audiences. This includes classes, mini-camps (held in relationship to public school calendar), festival workshops, summer camps, festivals, workshops, on-site fieldtrips, and other programs as developed.
* Recruit, manage, and train program instructors, volunteers and interns.
* Manage program expense budgets and maintain program files.
* Research youth arts programs to inform annual program development.
* Create all forms necessary to manage the programs: registration forms, pricing schedules, contracts, attendance forms, etc.
* Develop student and participant databases and communications systems.
* Work with graphic designers to produce marketing materials including program brochures, guides, etc.
* Oversee all youth programs studio spaces, maintaining safe, welcoming, and inspiring environments that foster creativity.
* Oversee art supply purchases, supply inventory and materials storage.
* Forge relationships with the Center’s youth and family member base, as well as diversify and expand participant base.
* Actively promote current menu of programs to families, early childhood centers, and youth groups in the area.
* Develop relationships with community organizations that promote the well-being and education of children and teens.
* Represent youth and family programs in TV, radio, and print interviews.
* Manage system to evaluate programs including the reporting of participant attendance, audience feedback, and student progress.
* Works collaboratively with other FCAC Directors and instructors.
* Communicate with parents as needed about program-related matter’s or their child’s behavior.

**Qualifications**

* Bachelor’s Degree (preferred in art’s education or related field) and 3+ years’ experience developing and delivering programs targeted toward youth art.
* Working knowledge of educational pedagogy and educational trends.
* Practical experience managing projects and supervising personnel.
* Working knowledge of curriculum design, lesson planning, and current practices in youth art education programming.
* Experience teaching visual arts to a range of ages in classrooms and community setting.
* Ability to eloquently articulate thoughts and concepts in writing.
* Excellent verbal and presentation skills.
* Proficient in Microsoft Office Suite.
* Desire to work in fast-paced, creative environment.
* Strong ability to make sound and swift decisions to support changing or unexpected needs of the Center’s visitors.
* Ability to develop and implement programs from start to finish.
* Keen attention to detail with particular emphasis on budget management.
* Strong ability to work collaboratively and independently to achieve goals.
* Strong organizational and time management skills with capacity to multi-task.
* Highest ethics as they relate to all aspects of non-profit organization practices and confidentiality.
* Experience teaching workshops and / or facilitating workshops
* Excellent people skills. Sense of humor appreciated.
* Strong interest in helping grow our programs and community.

**Compensation and Schedule**

1. Compensation:
   1. As compensation for all services provided, the employee shall be paid biweekly
   2. This is a full-time position
   3. Some nights, weekends, and on-call shifts required as needed, as well as flexibility in work schedule.
2. Salary and Benefits
   1. Salary

40 hours per week, Salary $ 45,000 per year.

* 1. Vacations
     1. Full-time employees receive vacation time per calendar year, a percentage of which is accrued each pay period (yearly allocation divided by 26 pay periods), according to years of service, as follows:

Years of Service Amount of Vacation

1 - 4 14 working days

5 - 9 16 working days

10 + 20 working days

* + 1. Employees must use the vacation time to which they are entitled within the employment year to which the vacation time is related. Vacation time can’t be scheduled during pumpkin patch or major events.
  1. Holiday Week Off
     1. First City Art Center is closed during the Christmas/New Year’s holidays (Between Dec 25th and Jan 1st). Full-time employees are not due for work during that time. Coverage for someone to check on the Hot shop to make sure operations and rentals can continue will be necessary.
  2. Sick Leave
     1. Full-time employees receive ten calendar days (80 hours) of sick leave per calendar year, a percentage of which is accrued each pay period. Sick leave does not accumulate year-to-year and unused sick days may not be added to vacation time.
  3. Personal Days
     1. Personal days are granted in recognition that there will be occasions when you may need time for personal or family business or special religious observances. In addition to the annual holidays, full-time employees who have completed three (3) months’ service are eligible for two personal days (16 hours) during each calendar year.
  4. Bereavement / Compassionate Leave
     1. All regular full-time and part-time employees are allowed up to three (3) days’ (24 hours) paid absence in the event of either serious illness or death in your immediate family, or that of a life partner.
  5. Holiday
     1. First City Art Center observes 11 paid holidays. Eligible staff who are required to work on a holiday may choose another day off during the same month.
  6. Health Insurance / Employee Retirement Incentive Program
     1. We provide a matching retirement incentive program for full-time employees.
     2. FCAC will provides a stipend to off-set some cost of health insurance for full time employees.

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About First City Art Center

**First City Art Center (FCAC)**is a 501(c)(3) non-profit art center in Pensacola, FL engaging the community through a broad range of workshops, classes, studio spaces, gallery exhibits, fundraising events, summer camp, youth art program, outreach programs, and field trips. FCAC provides a variety of opportunities for people to interact with art. We offer classes and workshops in glass blowing, glass bead making, stained glass, sculpture, pottery on the wheel, hand-built pottery, drawing, painting, and various other mediums.

FCAC cultivates a creative culture, inviting people of all backgrounds, ages, and skill levels to explore, participate and experiment with art. We encourage a cooperative environment that nurtures the artist and the observer while building a community around the arts that provides open dialogue, camaraderie, public service, education, fellowship and mentorship programs. FCAC serves approximately 10,000 adults and children each year. First City Art Center is an active, dynamic and exciting resource for the community.