



1653 N. Schnoor . #113 . Madera . CA . 93637 . 559-661-7005 . rnoblett@maderaarts.org

POSITION: Arts Education Program Manager

Description: We are looking for someone who is *passionate* about the Arts and Children's Education to join our team as our *Arts Education Program Manager*! This position is responsible for implementing and managing our education programs, such as the Artist in Schools Programs, Poetry Out Loud Competition and distribution of Scholarships. The ideal candidate is organized, tech savvy, ambitious and motivated to make a difference in our community.

Duties:

- Artists In Schools Program: Artist Management, Materials Inventory Management, Communication Liaison, Invoicing and Budgeting.
- Event planning for the annual Poetry Out Loud competition.
- Display of student art in government & library displays
- Coordinate Kids Art Booth at the annual Pomegranate Festival
- Disseminate scholarship information and distribute funds
- Assist in grant writing
- Provide publicity information to Publicity Manager
- Report directly to the Executive Director

Requirements:

- 20 hours per week (we offer flexibility with scheduling)
- Experience working in performing and/or visual arts
- Experience in children's art education
- Must be organized, timely and able to prioritize
- Able to use e-mail, Microsoft Word and Microsoft Excel
- Strong verbal and written communication skills
- Able to work collaboratively and independently
- Creative Problem Solving
- *Bachelor's Degree in Art Education, Fine Arts or Art History a plus*

Compensation: Determined by Experience and Education of Applicant

Please email resumes to Executive Director Rochelle Noblett at rnoblett@maderaarts.org