

Textile Center Job Posting

Job Title:	Adult Education Associate
Classification:	Full Time, Exempt
Reports to:	Director of Artistic Advancement
Schedule:	Weekdays during business hours, with occasional weekends/evenings

Textile Center seeks an Adult Education Associate with proven experience in arts-related adult education program planning and execution, proficiency in database interfaces and Wordpress webpage building, and outstanding customer service skills.

Specific Duties

Adult Education Program Planning:

- Research, design, and develop curriculum for adult education programs, including library classes for adults
- Schedule adult education classes each trimester, taking into account student appeal, building calendar, instructor availability, etc.
- Manage adult class program and adult library class instructor contracts, documents, and orientation
- Calculate program pricing; cost and source supplies
- Plan annual financial budget; monitor and manage actual progress toward goal, including tracking capacity sold
- Initiate and maintain data collection and evaluations and analyze results for accurate records to inform program growth and improvement
- Engage the Education Committee to act as an advocate and support mechanism for adult programs
- Assist in planning and executing other adult education programs and events
- Cultivate, hire, and train instructors

Registration, Communication, and Classroom Management:

- Communicate with students/program participants, including provide supply lists, send reminder emails, general correspondence, and evaluations.
- Manage all adult student registrations in database and website; process attendance lists, cancellations, withdrawals and refunds
- Manage all education website details in coordination with Communications Associate and Director of Artistic Advancement
- Execute classroom/dye lab preparation and clean up for adult programs, and assist with other education programs as needed
- Maintain the Dye Lab facility and oversee supply levels, equipment functionality, and teacher/classroom use.

Marketing of Education Programs:

- Determine adult classes and programs to be promoted and featured in various marketing efforts, including weekly e-blast.
- Produce content for catalogs, website, emails, and other marketing efforts
- Coordinate annual ACC show event and other outreach events as needed

Additional:

- Coordinate dye garden maintenance from planting to harvest, as well as volunteers
- Support Group Art Making Experiences
- Assist with other Textile Center programs, including Garage Sale, etc.
- Assist with grant reports with regard to program statistics and achieved outcomes
- Flexibility to work occasional evenings and weekends for events
- Perform other duties as required

Relationships

- This position reports to the Director of Artistic Advancement, and works with all members of Textile Center staff. The position manages contract teaching artists and interacts with participants in Textile Center programs, building users, artists, volunteers, and interns.

Equipment Used

- Office equipment such as computer, telephone, copier, fax machine; audio/video equipment. Use and maintain various fiber art tools used in educational programs, including dye lab equipment, sewing machines, looms, etc.

Qualifications

- Bachelor's degree required; degree preferred in education-related or arts field
- Minimum 3 years working in an education capacity, preferably in a non-profit environment, an arts organization or in a school setting preferred
- Experienced with textile arts
- Proficient with Microsoft Office applications and email; Outlook/Office365 preferred
- Experience using customer database; Salesforce preferred
- Experience with website and shopping cart maintenance; Wordpress, Click & Pledge, and Woo Commerce preferred
- Experience using email marketing software; Constant Contact preferred
- Strong verbal communications skills, both written and oral.
- Experience providing outstanding customer service
- Ability to set and balance priorities and complete tasks accurately, on time and in an efficient manner, with insight and ability to streamline systems
- Professional, engaging interpersonal skills
- Excellent organizational skills and attention to detail
- Flexibility, adaptability
- Ability to sit for extended periods of time; ability to lift up to 30 pounds

Textile Center is an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability or veteran status.

Applicants for this position must successfully pass a background screening, and/or additional skills tests as determined by management.

To Apply: Email cover letter, resume, and three professional references to Nancy Gross, Director of Administration, ngross@textilecentermn.org.