

Education Coordinator Job Description
Position Reports to: Education Director
Date: March 27th, 2017

Education Coordinator, Full Time 35-40 hours per week

At the Ann Arbor Art Center we pride ourselves on providing an environment where creativity and exemplary customer service collide. This will be the main focus of the Education Coordinator. The ideal candidate will act as a main liaison between customers, teachers, and students engaged with the Art Center. This position requires flexibility and the ability to work well as part of a team. To be considered for this position please send your cover letter and resume to krobertson@annarborartcenter.org

Primary Duties

- Serve as the main customer service representative of the education department.
- Register new and returning students into classes and workshops.
- Coordinate the model schedule for classes and workshops.
- Work closely with education team members in completing data entry, supply preparation and the completion of related projects.
- Assists in processing and awarding scholarships to students throughout the calendar year.
- Provide support when needed to students and instructors during classes.
- Distribute and organize digital surveys to all class participants.
- Provide tours of our facility and be able to talk thoughtfully about our operations.
- Answer inquiries about classes, facility rentals and art parties.
- Reserve and facilitate building rentals and art parties
- Consistent monitoring, editing and updating of our internal calendar to maximize building utilization.
- Work with both marketing and development to keep internal lists up to date.

Desired Skills:

- Highly skilled at customer service
- Ability to communicate effectively in oral and written form.
- Ability to work in a fast paced diverse environment and effectively prioritize tasks.
- Be curious and detailed oriented
- Ability to work independently and/or as part of a collaborative team

Education and Qualifications:

- Position requires a minimum of 2 years of direct customer service experience
- A bachelor's degree in fine arts or business preferred

Applicant can perform general physical activities that require considerable use of arms, legs and moving their whole body such as lifting, walking, stooping and handling of materials that weigh between 25-50lbs.