



**Status: Part-Time, Seasonal (20-24 hrs/wk)**

**Schedule: Varies with the needs of education programming. It may include nights and weekends.**

**Compensation: \$11.00/hr**

**Reports to: Education Director**

### **Overview: Education Coordinator**

The Education Coordinator is a liaison between customers, teachers, and students engaged with the A2AC. They will help create a welcoming environment and help facilitate enjoyable education programming by providing clear communication, outstanding organization, and program support. This position requires a self-motivated, creative individual with strong problem-solving skills, exceptional attention to detail, and the ability to work well as part of our fun and a fantastic team.

**Schedule** - The Education Coordinator will be scheduled predominantly during regular business hours on weekdays, with the flexibility to cover evening or weekend shifts as needed.

### **Primary Duties**

- Help serve as a facilitator for all classes at the Art Center.
- Prepare studios for classes and workshops: set up tables and chairs, distribute supplies, empty trash, sweep floor, and tidy as needed.
- Provide support when needed to students and instructors before and during classes.
- Assist with inventory of materials
- Answer the education phone line and answer student questions
- Send e-mail communications and reminders to students.
- Assist with processing cancellations, credits, transfers, and refunds for classes.
- Work closely with education team members in completing projects, including data entry.
- Assist the Education with projects related to successfully facilitating classes, workshops, and summer camp programs.
- Communicate with instructors regarding course needs.

### **Required Skills**

- Applicants can perform general physical activities that require considerable use of arms and legs and moving the whole body, such as lifting, walking, going up and down stairs, stooping, and handling materials that weigh between 25-50lbs.
- Comfortable providing exceptional customer service to artists, instructors and students.
- Can communicate effectively in oral and written form.
- Works well in an environment with deadlines and effectively prioritizes tasks.
- Strong organization and strategic planning skills.
- Has the ability to work independently and in a collaborative capacity.
- Ability to retain information regarding artists, teachers, and courses.

### **Desired Skills**

Experience with Google Docs & MailChimp is preferred but not required

### **Education and Qualifications:**

A background in art is preferred but not required.

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