Position: Education Programs Manager & Art Camps Director  
Status: Salaried; Exempt  
Salary Range: $36,000 - $38,000 / year  
Eligible for Benefits: Yes  
Reports to: Director of Education  
Department: Education

Join our fun and dynamic team as we provide high quality, engaging arts education programming to the greater southeast Michigan region! Under the oversight of the Director of Education, the Education Programs Manager & Art Camps Director coordinates and supervises all A2AC Art Day Camp programs during the summer months and public school vacation breaks in addition to providing logistical support for all art classes and arts education programs during the rest of the year when day camps are not in session.

Schedule

September thru April: This position will be scheduled predominantly during normal business hours on weekdays, with flexibility to cover evening or weekend shifts as needed.

May thru August: Scheduling will be centered around the needs of the day camp program; daytime hours, Monday thru Friday.

Primary Duties

Coordinate and supervise all Day Camp programs.  
(May - August and several short camps during Ann Arbor Public School vacation breaks)

- Send invitations out to former camp staff to return and post job openings.  
- Interview, hire, onboard, train, schedule, and supervise camp staff.  
- Oversee all day-to-day operations of the camp program.  
- Provide a safe, orderly, fun, and creative environment for both campers and staff to thrive in.  
- Review and approve lesson plans submitted by camp instructors.  
- Approve supply purchases and submit purchase orders.  
- Delegate tasks to the Assistant Director as needed.  
- Coordinate a field trip or guest artist for each week of camp.  
- Regularly supervise campers while they are at the Doughty Montessori Play Yard.  
- Conduct a weekly camp staff meeting.  
- Review timesheets and process payroll on a bi-weekly basis.  
- Ensure participants have completed all required forms before attending their first day of camp.  
- Address staff, camper, and parent concerns as needed.  
- Communicate with parents to answer questions and address any concerns with their child. Ensure that they feel comfortable with their child in our care and satisfied with their child's camp experience.  
- Ensure that the camp program complies with applicable state and industry standards.  
- Assist with camp theme planning, and uploading content to Wordpress and the A2AC's registration software. (Summer Youth Day Camp themes for 2024 are already finalized and uploaded for this year.)  
- Recruit, screen, schedule, train, and supervise teen volunteers.

Provide logistical support for classes  
(From September thru April)

- Communicate with instructors regarding the status of their classes and any supply/set-up needs.  
- Procure and prepare all class supplies and submit purchase orders.  
- Coordinate set-up for all classes.  
- Maintain the cleanliness and organization of studio and storage spaces.
Assist as needed with:

- Responding to student and instructor questions and concerns.
- Planning, organizing, and running education other education programming and events.
- Class registration launches; content creation, uploading content, and proofreading class listings.
- Providing coverage when other Education staff are out of the office.
- Other duties as assigned.

Qualifications

- Prior experience directing a youth day camp program (focus on the arts is preferred)
- Bachelor's Degree in Studio Art, Fine Art, K-12 Arts Education, or commensurate experience
- Demonstrated ability to recruit, interview, schedule and supervise staff
- Strong, supportive, dynamic, and fun leadership style
- Prior experience teaching art to youth and teens
- Computer literate and proficient with Google docs, Google sheets, and Google forms
- Current certification in CPR/First Aid or willingness to become certified if training is provided
- Must be able to perform general physical activities that require considerable use of arms and legs and moving the whole body such as standing, lifting, walking, going up and down stairs, stooping and handling of materials that weigh up to 50lbs.

Knowledge, Skills, & Abilities

- Punctual and dependable
- Self-motivated; ability to function autonomously
- Strong communicator; ability to provide clear, professional written and verbal communication
- Exceptional interpersonal and problem-solving skills
- Detailed oriented with impeccable organization and record-keeping skills
- Ability to work well with others and serve as a strong, supportive member of our Education team
- Knowledgeable regarding a large variety of artistic mediums, genres, and art-making processes

Salary Range

$36,000 - $38,000 / year

Benefits

Health Insurance
Dental Insurance
Vision Insurance
Retirement Account with an Employer Match

To apply for this position:

Please click here to both complete the online application form. The form will have a section where you may upload your resume.

*Due to the high volume of applications we receive, you will be contacted if you are selected for an interview.