

DECORATIVE ARTS CENTER OF OHIO

Position Description: Education Director Full Time

Qualifications:

The education director should hold an M.A. in education, museum studies, or art education, or possess the equivalent in education and experience. He or she must have leadership and administrative experience, excellent communication skills, and possess objective decision-making ability. Strong organization and management skills are required, including the ability to develop revenue streams and control budgets. The education director must have extensive knowledge of decorative arts, current art education methodologies and the artistic process, and have practical experience as an art instructor. Excellent computer skills and awareness of the educational uses of the internet and digital media are necessary.

Responsibilities include the following:

- **Managing a comprehensive and diverse art class program:**
 - Develop curriculum appropriate to the mission, taking into consideration the historic nature of the property and changing exhibitions.
 - Create a regular calendar of classes and offerings with adequate lead time to provide for marketing and communication to target audiences.
 - Teach art classes as needed and as other teachers dictate.
 - In collaboration with other staff, develop, distribute and tabulate program evaluations for art classes. Periodically report on findings and incorporate those into curriculum as appropriate.
 - Recruit, train and supervise contract teachers.
 - Develop community partnerships such as the Special Needs art classes and Recovery Center programs
 - Provide grant writing content support
- Collaborate with the exhibition team in the preparation of gallery guides, games, handouts and other materials for self-directed learning in the exhibitions.
- Assist with public programs as needed.
- Serve as a member of the museum leadership, bringing current issues in arts education to the discussion and participate in museum-wide planning initiatives.
- **Other Duties:**
 - Serve on the emergency call list for the museum, as determined by proximity of the property to the education director's place of residence.
 - Be responsible for general tidiness of the Wendel Center, bringing maintenance and cleaning needs to the attention of the director and handling minor cleaning and repairs in the absence of the maintenance person. Also, communicating post-class clean up expectations to contract teachers and correcting lax practices in this regard.
 - Represent the museum in the community as related to duties as the education director.
 - Share Sunday operation duties with other staff and assist with visitors in the museum when absolutely necessary.

Salary: \$40,000

Contact:

**Jason Crabill, Executive Director
Decorative Arts Center of Ohio
145 East Main Street
Lancaster, OH 43130
crabill@decartsohio.org**