



Position Description/Announcement
Midland Center for the Arts
Midland, MI

Position Title: Arts Education Coordinator
Supervisor: Director of Education
Classification: Part Time/ Up to 29 hours per week
Last Updated: November 18, 2021

About Midland Center for the Arts

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

POSITION CONCEPT

Under the supervision of the Youth and Public Programs Manager and in collaboration with Director of Education, the Arts Education Coordinator will be responsible for the management and logistics for the Studio School, Artist in Residence program, and Teaching Artist Academy.

DUTIES AND RESPONSIBILITIES

The duties of this position include, but are not limited to:

- **Studio School**
 - Overall management and oversight of Studio School classes, workshops, and programming for youth and adults, including supplying students and faculty with class information and manages class cancellations
 - Revenue and expense accountability
 - In consultation with the Director of Education, sustains a pool of high-quality art instructors for education and outreach initiatives, offers quality classes in a variety of media and creates a working relationship between the Center and the regional artist community.
 - Works with the Director of Education to create a well-balanced education product mix to meet the needs of current students and reach new audience demographics.

- Conducts faculty meetings to ensure quality and consistency for all class experiences.
- Establishes the necessary schedules to proactively maintain a timely production schedule for Studio School publications and works with the marketing team to identify classes that need further marketing efforts.
- **Artist in Residence and Teaching Artist Academy**
 - Work alongside the Director of Education, Director of Produced Programs, and Manager of Produced Theatre and Theatre Education to develop and implement the Artist in Residence and Teaching Artist Academy programs, serving as the main coordinator for program logistics.
- **Other duties as assigned.**

PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:

Qualifications:

- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference
- Must be a professional, reliable, motivated team player with strong interpersonal and organizational skills.
- Must have knowledge of informal and interpretation learning techniques, with the ability to plan, build, prototype, audience test, refine and pilot programs
- Work under pressure in a fast-paced environment, able to prioritize multiple tasks and demands and seek supervisory assistance as appropriate or needed to ensure safety

Education and Experience Requirements:

- Must have a Bachelor's degree or equivalent experience in a visual arts field.
- Must have 1-3 years' experience working in the visual arts with experience working with adults and children.
- Must have strong understanding of visual arts practices and media.

SPECIAL CONDITIONS OF EMPLOYMENT

- This position requires the ability to work a variable schedule, including evenings and weekends.
- Must be able to lift and carry 30 lbs.
- Must be able to stand for extended periods of time.
- Must be able to move easily up and down stairs.

APPLICATION INFORMATION

Email Cover Letter and Resumé to:

Tina Siegmund
 HR, Payroll & Benefits Manager
 Email: HR@midlandcenter.org

Deadline: Open until Filled