ART CENTER WACO
TEACHER TRAINING INITIATIVE PROJECT MANAGER

JOB DESCRIPTION

Position Status: Part-Time
FLSA: non-exempt (hourly)
Supervised by: Children’s Art Education Coordinator

GENERAL DESCRIPTION AND PURPOSE:
The overall responsibility of the Teacher Training Initiative Project Manager is to plan and implement the teacher training initiative. This project, funded by the Rapoport Foundation, will be to enhance the education of community art teachers and general education teachers. This will include planning a conference and other events in the community which will include supervising volunteers and contract teachers as needed.

The regular workday for this position may include early morning hours until early evening. Examples of work that will be outside of Art Center Waco business hours, including special educational events. Some activities may fall on the weekend. Work hours cannot exceed 20 hours per week.

This position is grant funded and the position may be terminated at the end of grant funding unless addition funds have been identified.

QUALIFICATIONS:
The qualifications listed below are representative of the education, experience, skill/ability, and licenses/credentials required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education
• Bachelor’s Degree (B.A.) in art education, art history or related field.

Experience
• 3 years of experience in program management, teacher training, and/or community outreach.

Skills/Abilities
• Strong written and verbal communication skills
• Demonstrated experience and ease working with a diverse population of clients
• Ability to lead and develop successful educational programs and events.
• Knowledge of contemporary art practices and issues, as well as experience promoting diversity, equity and inclusion in art education.
• Proficiency in Microsoft Office and experience with digital marketing tools.
• Strong organizational skills
• Demonstrates effectiveness as a member of a team as well as the ability to work independently and to take initiative
• Flexibility and ability to prioritize job responsibilities
• Ability to provide and receive peer supervision
• Ability to maintain personal balance and accomplish multiple tasks that require a variety of skills
• Demonstrates skills of self-direction
• Ability to relate with children
• Ability to resolve conflict
• Bilingual preferred.

Licenses/Credentials
Valid Texas Driver’s License and clear driving record
RESPONSIBILITIES:
• Coordinate all aspects of the teacher training initiative project.
• Coordinate with Art Center Waco Art Education Advisory Committee.
• Seek out and develop relationships with schools, local art organizations and other stakeholders in the community
• Maintain and submit in a timely way all required program documentation for grants.

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Employee Signature                      Date