



Art and Culture Center/Hollywood

Arts Education Manager

Why You Should Join Our Team

Our mission at the Art and Culture Center/Hollywood is to cultivate creativity and the support of the arts in our community through education, innovation, and collaboration. For almost 50 years, the Center has promoted excellence in the visual and performing arts via contemporary gallery exhibitions, stage performances, documentary films, artist talks, and educational programs that reflect the highest standards of artistry and diversity.

We are excited for you to join our dedicated and enthusiastic team in fulfilling a commitment to make an impact in our community by helping to design and curate arts education programs and cultural arts experiences for residents and visitors alike. Our programs will immerse guests and residents of all ages in transformative cultural arts experiences while surrounding you in a positive environment that embraces ingenuity, an innovative spirit and a commitment to excellence through creative pursuits.





The Arts Education Manager will partner with parents/guardians, guests, youth, seniors, volunteers, and community partners to hold ourselves accountable for the investment that our Stakeholders, Benefactors, Local, County and State governments have made in the Center to activate arts education and cultural arts experiences. Our goals are to expand perspective and communication strategies, develop artistic skills, build connections, and create an overall positive experience exploring cultural arts.

Duties and Responsibilities

This position is a great fit for a dynamic individual who is energized by collaborating with partners and individuals in the arts community to deliver arts education programs and cultural arts experiences of diverse genres to all ages that are inclusive, thoughtful and intentional. The individual will be passionate about immersing themselves in the local community, exploring other cultural organization strategies both local and abroad, and creating a collective spirit that activates, connects and elevates the Center's arts education and cultural arts offerings.

The Arts Education Manager will work closely with the Executive Director, Curator of Exhibits, Education Coordinator, Marketing, Development, Curator Circle and the Connect Council. This position will report to the Executive Director.

Specific Responsibilities

-  Design the Center's arts education program standards and curate cultural arts experiences in the Galleries and new Arts Education Center.
-  Oversee visual and performing arts Summer Camp programs for youth aged 5 to 10 years old.
-  Design and implement Arts Education Distance Learning school-based programs adhering to academic standards and STEAM themes.
-  Initiate the development and launch of in-person Arts Education school-based programs and homeschool groups.

- 🎨 Establish partnerships with external performing arts organizations and other entities to incorporate resources that will enhance and elevate the Center's arts education and cultural arts experience quality of standards and profile.
- 🎨 Coordinate with the Curator of Exhibits, Education Coordinator and Connect Council to formulate the themes and activities plan for the annual calendar of Free Arts! Days.
- 🎨 Work with the Curator of Exhibits, Education Coordinator and Curator Circle to assist with arts education efforts in the Main and Community Galleries.
- 🎨 Partner with external artists and arts organizations to activate the Center facilities with a variety of cultural arts experiences.
- 🎨 Assist with recruitment and oversee arts education and cultural arts experience contractors and staff.
- 🎨 Work closely with the Education Coordinator during the program registration process and effectively survey participants for post program feedback.
- 🎨 Support Marketing to ensure calls to action, registration activations, workshops, speaker services, events and other activities are promoted to the public in a timely fashion.
- 🎨 Strengthen the Development and program design efforts by sharing insights, timely participant activity reports, testimonials and improvement suggestions.
- 🎨 Facilitate effective communication with community partners, cultural arts performance groups, arts educators and events production teams.
- 🎨 Coordinate with Center administration to schedule volunteers and other program needs.
- 🎨 Implement and enforce safety protocols to ensure the well-being of guests, performers, support staff and tech crew.

Education Level, Knowledge and Work Experience

- 🎨 Visual arts education based degree, structured apprenticeship or similar
- 🎨 5+ years experience with managing arts education programs and creative teams
- 🎨 Experience with designing arts education programs including structure, timelines, team development, recruitment strategies, creative vision, and implementing curriculum
- 🎨 Familiar with grant funded program requirements, reporting and application process
- 🎨 Distance learning delivery and curriculum development experience is a plus
- 🎨 Must have experience working with youth from 5-18 years

Skill Requirements

- 🎨 Constructive energy and flexible attitude
- 🎨 Reliable, punctual and able to follow a structured schedule
- 🎨 Self-starter with the ability to take initiative, adapt to shifting priorities and develop solutions quickly and effectively
- 🎨 Positive and open approach to collaboration, communication, and teamwork
- 🎨 Strong presentation skills to effectively convey the Center's mission in public forums
- 🎨 Constructive team management style to foster a positive working environment
- 🎨 Interpersonal savvy to make connections with education and community partners
- 🎨 Interact professionally and amicably with community partners, Center Board Members, students, parents, and staff
- 🎨 Ability to remain calm under pressure and solve problems quickly
- 🎨 Technical and informative writing skills in regards to curriculum development and program constructs

- 🎨 Effective communication skills and time management
- 🎨 Proficiency in technical areas such as smartboards, internet functions, virtual meetings and more
- 🎨 Adherence to a standard of excellence
- 🎨 Unquestionable personal code of ethics, integrity, diversity and project a professional image of trust
- 🎨 Must pass a Level 2 background check
- 🎨 A valid driver's license and reliable vehicle is required

This is a full-time position. Our office is located at 1650 Harrison Street Hollywood, FL 33020 and our business hours are 9:00 am - 5:00 pm. We have a flexible work schedule and occasional nights and weekends are required for programs, events and special projects.

Minimal physical requirements to include walking, standing, occasional lifting, sitting at workstation and ability to move about to support camp activities.

Equal Employment Opportunity

The Art and Culture Center/Hollywood provides equal employment opportunities to all qualified individuals prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

Apply on Indeed, LinkedIn or submit cover letter and resume to info@artandculturecenter.org. Please reference the position you are interested in. No calls please.