

Education & Interpretation Project Manager

Must be age 18+

Send resume to twinslow@artpark.net with job title in the subject line

Overview of Position

The seasonal part-time position of Education & Interpretation Project Manager (EIPM) will be responsible for the hands-on management of Artpark's k-12 educational & family programs such as FREE Family Saturdays and Ladders to Artpark. The EIPM will implement a creative, mission-driven strategy that values authentic experiences positioning Artpark as a vibrant center for self-discovery, dialogue, and learning. The EIPM will report directly to Artpark's Director of Education & Interpretation and work closely with all Artpark Education & Interpretive staff, teaching artists, curatorial staff and volunteers, New York State Parks (especially its interpretive department), and other community partners.

The position will oversee all phases of the day to day operations of the Ladders to Artpark Arts Educational and Free Family Saturdays programs including collaborative management of staff, direct communication with k-12 school aged visiting groups and participants regarding scheduling and activities, collaborative interpretive content development process, delivery, evaluation, and documentation. The role will work closely with Artpark Director of Education and Interpretation to ensure that deliverables, planning and execution are in line with Artpark Mission and strategic planning. As a vital member of the Artpark curatorial and education team, the EIPM will work collaboratively to generate innovative, dynamic, creative approaches to community engagement.

The EIPM will be collaboratively responsible for general project coordination, material preparation, identifying staffing needs, and general logistics associated with specific programming. The position will collaboratively manage interpretation and interaction through the engagement of teaching artists, educational and interpretive guides, or docents hired by the Director of Interpretation and Education in accordance with the pre-approved by Artpark President budget and timeline.

Skills: Excellent time management and organizational prowess, fantastic interpersonal communication skills and ability to work well with a very diverse group of personalities, a kind compassionate disposition coupled with a sense of responsibility and attention to structure, a flexible ability to think quickly and adjust to situations as they arise, must be able to interact with children, peers and administration in a professional, positive and validating manner, a basic to excellent understanding of arts materials and practices, a desire to love their job and make work fun.

Salary and employee benefits:

This will be an at-will Part-Time Seasonal position with a \$20 per hour employee rate. 35-40 hours per week.

Artpark actively seeks diversity in hiring.