



Acadiana Center
for the Arts

101 W. Vermilion St.
Lafayette, LA. 70501

P 337 233 7060
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Education Manager
Advertisement

AcA seeks a full time, exempt Education Manager. Applications are due through the AcA's application portal by no later than June 16, 2021 at 5pm.

How to Apply: Applications must include a resume and cover letter, submitted through the online application portal, [located here](#).

About Us: Founded in 1975, the Acadiana Center for the Arts ("AcA") is a community-supported regional arts council that fosters art and culture in South Louisiana. Rooted in a cultural community that has made its mark on the world through food, music, and art, AcA aims to ensure that this living culture flourishes for generations to come. AcA aims to bring equitable access to the arts through intensive residency work in schools and supports fair compensation of artists. On average, AcA serves over 300,000 people annually and provides fair compensation to 2,700 artists. AcA supports the creation of new works of art, exhibits, festivals, performances, and public art across an eight-parish region that includes Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion Parishes.

Equal Opportunity Employer: AcA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Position Description: See attached



Position Description

Job Title: Education Manager

Reports to: Education Director

The Education Manager works with the Education Director to develop & implement educational programming that increases awareness of the value of art in our community & meets the changing needs of all constituents.

Focus Area 1: Teaching Artist Management

Success Statement: The Education Manager leads and develops AcA's team of teaching artists to ensure excellence in the organization's school-based and community education programs.

Performance Standard:

- Recruit, train and oversee artists involved in the education programs.
- Research continuing education opportunities and ensure adequate training for teaching artists in the areas of classroom management, arts integration, lesson plan development, curriculum and other areas of need.
- Work with artists on creating materials to share with schools.
- Set goals for and evaluate teaching artists.

Focus Area 2: School & Community Engagement

Success Statement: The Education Manager maintains excellent two-way communication and engagement with the teachers and schools that AcA serves.

Performance Standard:

- Communicate with school arts liaisons on a regular basis regarding programs.
- Work with the Education Director to evaluate the needs of constituents and refine programs, especially as it relates to Teaching Artists.
- Assist Education Director on management of in-school and community programs.

Focus Area 3: Workplace Relationships

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:

- a. Report to the Education Director.
- b. Work with leadership to set and follow budgets for all programs.
- c. Prepare for and participate in regular staff meetings, committee meetings, and board meetings.
- d. Participate in meetings with leadership, as requested.
- e. Assist other staff members and board members, as appropriate.
- f. Assist with special projects, as appropriate.

Qualifications:

- High school diploma required, college degree preferred;
- Demonstrated experience working as a teaching artist is preferred;



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- Strong organizational skills are required;
- Strong interpersonal and presentation skills are preferred;
- Comfortable working in Mac OS environment, Google Suite, FileMaker Pro, and elementary photography;
- Flexibility to work evenings and weekends, as needed, is required;
- Passion for the role of arts in education is preferred.

Physical Demands & Work Environment:

As a program manager, this position is office-based requiring some physical labor and daily car-travel. Employee must occasionally lift and/or move up to 75 pounds, but in no case, lift over 110 pounds without assistance. Employee must have a valid drivers licence and regular access to a vehicle. This information should not be construed as the position's exclusive standards. Performing other assigned duties is required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Employees are responsible for knowing and following all company policies and procedures and Federal, State, and Local governmental regulations including Environmental Health and Safety requirements while working and representing the Acadiana Center for the Arts.