



Education Manager Success Map

Reports to: Education Director

Manages: Contracted Teaching Artists

Status: Full time, Exempt

Position Overview

The Education Manager is a key leader within AcA's Arts in Education programs, responsible for advancing high-quality arts learning experiences across an eight-parish region. Working closely with the Education Director, this role oversees and develops a dynamic roster of teaching artists, strengthens relationships with schools and community partners, and helps shape innovative educational programming that expands access to the arts for thousands of students and educators annually. The ideal candidate is an organized and collaborative leader with experience in a K-12 setting who is passionate about the transformative role of arts in education and capable of balancing strategic program development with hands-on execution in a fast-paced, mission-driven environment

Focus Area #1: Teaching Artist Management

Success Statement: The Education Manager successfully leads and develops AcA's team of teaching artists, ensuring excellence and measurable impact across the organization's school-based and community education programs.

Performance Standards

- Ensure effective recruitment, selection, and onboarding of contracted teaching artists, maintaining compliance with organizational standards; collaborates with the Education Director to address contract breaches and implement appropriate disciplinary actions.
- Train, set goals for, support and evaluate individual teaching artists in a multi-parish arts in education program.
- Manage teaching artists to ensure that they are providing relevant and rigorous instruction to students. This includes coaching, direct feedback, model teaching, assisting and providing professional development for all arts disciplines.
- 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 development of lesson plans and accompanying materials for in-school and off-campus experiences.

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 Standards

- Engage classroom teachers and administrators with AcA's Arts in Education programs to ensure they are well informed and have open communication.



- 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 development and management of in-school and community programs.
- Participate in creating content and documentation for the successful marketing of AcA's arts education program.

Focus Area #3: Workplace Relationships

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

Performance Standards

- Report to the Education Director.
- Communicate and manage schedules with a broad group of external and internal team members
- Maintain a continuous improvement mindset across educational programming, teaching artist management, and departmental processes
- Work with leadership to set and follow budgets for all programs.
- Prepare for and participate in regular internal, staff, committee, and board meetings.
- Assist staff, board members, and with special projects, as appropriate.

Qualifications:

- Bachelor's degree or equivalent professional experience in education, arts administration, nonprofit management, fine arts, or a related field preferred
- Strong organization, interpersonal, problem-solving, and presentation skills
- Demonstrated experience working in a K-12 setting. Leadership experience is preferred.
- Experience in Mac OS environment, Google Suite, and basic photography programs
- Flexibility to work evenings and weekends, as needed
- Passion for the role of arts in education and ability to work independently and under pressure; calm in fast-paced environments.
- Experience writing and developing lesson plans, developing curriculum across artforms, and other subject areas is desirable
- Knowledge of school curriculum and district processes is preferred
- Experience in arts integration and national arts standards is preferred
- Ability to travel potentially daily to different parishes (mileage reimbursed)

Physical Demands & Work Environment:

This position is office-based requiring some physical labor and daily car-travel. Employees must occasionally lift and/or move up to 75 pounds, but in no case, lift over 110 pounds without assistance. Employees must have a valid driver's license 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 Acadiana Center for the Arts.

Compensation & Benefits



Acadiana Center
for the Arts

101 W. Vermilion St.
Lafayette, LA. 70501

P 337 233 7060
F 337 233 7062

- **Starting Salary:** \$50,000+, depending on experience and qualifications.
- **Employer Insurance Contribution:** 80% of Health Insurance; 100% Dental and Vision
- **Retirement:** Employer-matched SIMPLE IRA (3% contribution)
- **Membership:** Complimentary *Insiders Membership* at Acadiana Center for the Arts including a *NARM (North American Reciprocal Museum Association) Membership*
- **Event Access:** Free admission for you and a guest to AcA events, when space is available
- **Work Environment:** Collaborative, fast-paced, mission-driven nonprofit