



## **Education Programs and Operations Manager**

Reports to the CEO & Executive Director

Full-time Exempt, some evenings and weekends required

### **Position Summary**

The Center for Contemporary Art seeks a dynamic and organized **Education Programs & Operations Manager** to lead the vision, planning, and implementation of our robust educational offerings—including classes, workshops, summer camps, and community-based initiatives—while ensuring the smooth day-to-day operations of the organization. This leadership role is key to delivering high-quality arts education, fostering community engagement, and ensuring efficient facility use. The Manager supervises the Programs Assistant and part-time administrative staff, works closely with the CEO & Executive Director, and plays an essential role in advancing The Center’s mission is to provide a vibrant, contemporary cultural center through arts education, exhibitions, and community partnerships that will inspire creativity and enhance people’s lives.

### **Key Responsibilities**

#### **Educational Program Leadership**

- Lead strategy, planning, and execution of year-round education programs including art classes, workshops, camps, and school/community-based initiatives.
- Oversee instructor hiring, scheduling, and coordination to ensure educational quality and program success.
- Evaluate enrollment trends and student feedback to refine offerings and enhance access.

#### **Community Engagement & Partnerships**

- Develop and manage relationships with community partners to expand access to art education through outreach and collaborative programs.
- Support education-based programming linked to exhibitions and public events.

#### **Operations & Facility Management**

- Ensure smooth day-to-day operations of The Center, including oversight of administrative support, supplies, facilities, and compliance.
- Manage administrative staff scheduling, space utilization, and service provider contracts to maintain a welcoming, efficient, and safe environment.

#### **Team Leadership & Supervision**

- Supervise and support a full-time Programs Assistant and part-time administrative staff.
- Foster a collaborative, mission-aligned culture that supports staff development and exceptional service delivery.

**Volunteer & Event Support**

- Recruit and coordinate volunteers for education, community and special events, cultivating engagement and participation.
- Collaborate on special events, youth programs, and rentals, ensuring quality and logistical excellence.
- Ensures that receptions are staffed with servers. Procures food and drinks, as well as supplies, for receptions and events.

**Qualifications**

- Proven leadership in programs development, operations and project management
- Nonprofit experience preferred.
- Strong organizational, communication, and interpersonal skills.
- Experience managing teams, budgets, and community-facing programs.
- Bachelor's degree in a related field preferred

**Preferred Skills**

- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Experience using registration or database systems (e.g., ProClass or similar)
- Familiarity with video conferencing platforms (e.g., Zoom) for class coordination
- Comfortable using cloud-based collaboration tools (e.g., Google Drive, Docs, Sheets)
- Basic familiarity with class or event scheduling tools (e.g., TeamUp, Trello)
- Ability to review and proofread brochures or digital materials for accuracy
- Experience with email marketing platforms (e.g., Constant Contact, Mailchimp) is a plus
- Ability to quickly learn new software and systems

Apply by sending your resume and cover letter to [jobs@ccabedminster.org](mailto:jobs@ccabedminster.org)