

EDUCATION COORDINATOR

DEPARTMENT : **CULTURE & ARTS**
SALARY :
FLSA : **EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Develops, coordinates and implements high-quality arts and cultural learning offerings for all visitors, volunteers, teachers, school children, preschoolers, teens and adults. Primarily responsible for the Waterloo Center for the Arts educational programs. The work is performed under the general direction of the Culture & Arts Director, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervises temporary employees and volunteers.

EXAMPLES OF ESSENTIAL FUNCTIONS **(Illustrative Only)**

These functions are considered essential for successful performance in this job classification.

1. Directs and manages educational staff and contractual employees in the coordination and delivery of educational services for the Waterloo Center for the Arts.
2. As a member of the senior management team, and working in concert with the Executive Director, Curator, Youth Pavilion Manager and Education Advisory Committee, takes a leadership role in establishing institutional policies, practices and direction.
3. Develops and coordinates all in-house learning programs and educational outreach activities.
4. Directs and manages the Education Department and creates a comprehensive and coordinated mission-based education and evaluation plan that is geared towards serving a diverse community.
5. Writes course descriptions, identifies goals and objectives, recruits instructors and drafts instructor contracts.
6. Assists with development of and oversees implementation of education budget.
7. Works with Curator to develop public programs for adult and family audiences.
8. Works with community groups to provide educational experiences in partnership with other arts, cultural, educational and civic organizations at the Center for the Arts and off-site.
9. Manages educational volunteer program to ensure that all volunteers are trained, motivated and appreciated.
10. Oversees the management of school and teacher programs to ensure that the museum provides curriculum and standards-based, child-centered art education to pre-K-12 and post-secondary school groups and quality professional development opportunities for educators.
11. Collaborates with Curator to manage the planning and development of interpretive materials, thematic tours, public programs, teacher workshops, symposia and other educational services to help adult and youth audiences better understand art and cultural concepts.
12. Assists in the research and development of grants for the Education Department as well as other fundraising activities and events as needed.

13. Attends meetings, conventions and civic events to promote use of the Center's services, to seek financing and to maintain community alliances; may be required to travel within the United States and internationally by passenger vehicle or plane.
14. Compiles reports, performs data entry and completes forms on personal computer using the applicable software, including Microsoft Word.
15. Works independently and with others with minimum supervision.
16. Attends work regularly at the designated place and time.
17. Performs all work duties and activities in accordance with City policies, procedures and City, OSHA and Culture & Arts safety rules and regulations.
18. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Ability to communicate clearly and precisely orally and in writing, give recommendations and respond to questions from coworkers, volunteers, instructors, arts and education organizations and the public in the delivery of a variety of arts-based programs and services.
2. Ability to supervise and direct volunteers, paid staff members and contractual employees in the delivery of art programs and services.
3. Ability to operate a personal computer and perform other administrative office functions.
4. Ability to plan, organize and complete all job assignments in a timely and efficient manner; ability to manage several projects and a variety of timelines and deadlines concurrently.

5. Ability to establish and maintain excellent relationships with the public, community groups, businesses and organizations.
6. Ability to use creativity, independent judgment and self-motivation to formulate innovative ideas or to solve problems as they apply to Center for the Arts educational programming.
7. Ability to present materials and information in good report form, complete forms and perform required record keeping.
8. With minimum supervision, ability to function independently or as a member of a team to plan, organize and implement activities of the Education Department of the Waterloo Center for the Arts.
9. Ability to work with diverse populations from a broad variety of social, economic, racial, ethnic, cultural and educational backgrounds

ACCEPTABLE EXPERIENCE & TRAINING

1. Graduation from an accredited college or university with a Bachelor's Degree in Art Education or closely related field with minimum one year experience in museum education, art education or related field (volunteer experience, an internship or other unpaid experience considered).

OR

- Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.
2. Work experience must be verifiable with an educational, cultural or other agency or school system.
 3. Proficiency with personal computer and other office equipment and experience using a variety of communications, data and image management software programs.

4. If operating a City vehicle, Iowa Driver's License and good driving record based on the City of Waterloo driver performance criteria. A candidate with any of the following will be eliminated from operating a City vehicle: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or loss of driving privileges with a City vehicle may be reviewed for the following; four or more moving violations within the previous three years, three or more moving violations with the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. Applicant's driving record will be reviewed prior to an offer of employment. Applicant's driving record will be reviewed prior to an offer of employment..

ESSENTIAL PHYSICAL ABILITIES

1. Sufficient vision including color vision, depth perception and peripheral vision in order to perform assigned duties related to the interpretation of art in a variety of forms.
2. Sufficient speech and hearing that permits the employee to respond to questions from the public, community groups, patrons and

coworkers in person or on the telephone, and make oral presentations.

3. Sufficient personal mobility that permits the employee to safely operate a passenger vehicle, move from one location to another within the Center for the Arts facility or other cultural and educational venues and attend meetings.
4. Sufficient manual dexterity that permits the employee to operate a personal computer, assist with classes, handle files and perform other administrative and technical duties.
5. Sufficient strength to lift and carry objects weighing up to fifty pounds – generally materials used for education programming.

MISCELLANEOUS

1. The City of Waterloo reserves the right to require a physical examination, including a drug test, by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the job classification.
2. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
3. Must submit to and pass Civil Service examination procedures including an oral interview.

WORK SCHEDULE

Generally 8:00a.m. - 5:00pm Monday-Friday with one hour unpaid lunch. Occasional overtime, weekend and evening hours. Must be available for meetings or activities that require the attendance of the Education Coordinator.