

August 3, 2018



POSITION OPENING

Art Education Coordinator

362 N. Martin Luther King Blvd.
Lexington, KY 40508
859-252-5222 or 255-2284
www.LASCLEX.org

Position Summary

The Living Arts & Science Center (Lexington, KY) is seeking a full-time Art Education Coordinator to share their passion, creativity, enthusiasm and management skills to develop and implement art education programming for pre-school children up to adults. The Art Education Coordinator will work with the Executive Director, Education staff, Gallery Director, other LASC staff and a roster of multiple teachers and artists to design innovative and creative, multidisciplinary arts and science curricula for classes and workshops presented by the Living Arts & Science Center and to design arts experiences and activities for related programming at the LASC. This includes over 300 classes, presented in three semesters at the LASC as well as arts activities for community programs and events such as the LASC's annual Day of the Dead Festival and Family Fun Day.

RESPONSIBILITIES

The Arts Education Coordinator will:

- Recruit, hire, train, collaborate with, and supervise teachers, guest artists, and interns for preparing and presenting over 400 annual classes and other art related programs at the LASC;
- Develop, implement and assess three annual schedules of classes for Fall, Winter/Spring and Summer semesters that include a variety of class and workshop offerings for pre-school students to adults;
- Assist artists and teachers with curricula design and lesson plans for LASC classes;
- Design and coordinate after-school art and science programs as part of the LASC's 21st Century Grant for STEAM Education activities with Lexington Traditional Magnet School;
- Write and edit class descriptions for class schedules and other programs;
- Collaborate with other LASC staff in designing and presenting interactive arts programs for LASC community events, festivals, and outreach programs that travel into schools and libraries;
- Prepare and monitor teaching contracts for a roster of 30 – 50 educators;
- Monitor timesheets and record-keeping of art education staff, interns and teachers;
- Create and maintain program records, databases, and logs;
- Communicate positively with parents, students, staff and teachers on a regular basis and manage issues and concerns related to students and class programs;

- Maintain budgets for art materials and supplies;
- Purchase and manage supplies and materials for classroom programs and facilitate some donations of materials and supplies;
- Collect and provide reporting data for grant related programs;
- Work with facility and teaching staff to prepare and schedule classroom space, and equipment needs for classroom programs;
- Initiate partnerships and programs with schools, teachers, and other community entities;
- Assess and respond to community interests and needs for expanding participation in the arts;
- Serve as an education resource in the community and develop and present Professional Development programs for school teachers;
- Collaborate with various arts and non-arts community and civic organizations and initiatives and represent the LASC through participation on local committees and work groups, and in public presentations for the LASC;
- Other duties as assigned by the Executive Director.

Preferred Qualifications:

- A degree in Arts Education (Masters preferred);
- A minimum of five years of related experience in teaching arts in formal and informal settings. An emphasis is on visual and media art though all art forms are included and many programs are multi-disciplinary.
- Proven success in designing and implementing interactive and multi-disciplinary arts classes and programs for pre-school to adult students;
- Success in leading, managing and supervising numerous and diverse projects and people;
- Enthusiasm for and experience with serving diverse communities as well as at-risk, underserved and special needs children and adults;
- Demonstrable oral and written communication skills;
- Collaborative experience with artists and arts and non-arts educators;
- An appreciation and understanding of connections between the arts and sciences;
- Understanding of current arts standards, arts integration, and current issues surrounding arts in schools;
- Administrative and management experience;

- Excellent computer skills including use of Microsoft Office (Word, Excel, Outlook), Adobe programs and ability to learn database and on-line registration programs;
- A positive attitude, collaborative spirit, creative approach, problem solving skills, and a sense of fun should be in use daily;
- Reliability and a strong work ethic are required;
- Experience working in a non-profit and community based environment, and/or in non-traditional education.

Physical Demands

This position will require climbing stairs, walking and standing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, and lifting and carrying up to 30 pounds unassisted.

The Living Arts & Science Center

The Living Arts & Science Center is an award-winning, lively and growing non-profit organization that is currently celebrating our 50th anniversary. A large expansion and renovation of our facility was completed two years ago and includes eight classrooms, a Digital Media Lab, a Clay Studio, a Teaching Kitchen, Lexington’s only Planetarium, three art galleries, an interactive Discovery Gallery, outdoor educational gardens, a Children’s Art Gallery, and more. The Living Arts & Science Center is committed to ensuring opportunity and access to all and provides numerous arts and science programs in public schools and works with social service agencies and community centers to provide arts and science programs for at-risk, special needs and underserved children and adults. A large scholarship program also provides free and reduced cost classes for hundreds of students with financial need. **Each year, the LASC presents a wide range of programs and events including:**

- Over 400 classes and workshops for pre-school students to adults;
- 11 – 13 annual art exhibitions in three art galleries and a children’s art gallery;
- A new interactive Discovery exhibition of STEAM concepts;
- Interactive art and science field trip and outreach programs for 12,000+ Kentucky students;
- Monthly programs such as Discovery Night with guest artists and scientists and Discovery Saturdays with unique activities and planetarium shows;
- Free art and science after-school programs for eleven Title I schools;
- Free programs for social service agencies;
- Annual interactive community events such as Family Fun Day and Day of the Dead Festival

Salary Range: \$36,000 - \$41,000 annually

The Living Arts & Science Center offers a creative, dynamic and congenial working environment in an exciting new facility in downtown Lexington. Benefits include generous paid PTO, a group health insurance plan, an FSA plan, a Simple IRA plan (with 2% employer match), and some flexibility in work schedules.

Details for application begin on next page.

To Apply:

Review of the applications will begin upon receipt. Position will remain open until filled. Submit a cover letter that addresses interest and qualifications for the position, a resume, and three professional references. **ONLY RESUMES ACCOMPANIED BY A COVER LETTER AND REFERENCES WILL BE CONSIDERED.**

To apply, mail or email requested materials to:

Art Education Coordinator Position

Living Arts & Science Center

362 N. Martin Luther King Blvd.

Lexington, KY 40508

Or Email: HLyons@LASCLEX.org

Phone calls will not be accepted.