



**Warwick Center
for the Arts**

Art Education Program Coordinator

We're Hiring!

About WCFA

The Warwick Center for the Arts (WCFA) founded in 1977 is a not for profit organization that connects all ages and abilities through numerous forms of art, exhibits, educational programs, and cultural experiences.

The WCFA gallery space and classroom in the historic Kentish Guard Armory building hosts a constantly rotating collection of art exhibits, classes and youth camps, in addition to weekly improvisational comedy performances, meditation and yoga classes. Emerging and established artists find a unique and inviting place in which to share their creative vision with the community.

Overview of the Position

The WCFA **Art Education Program Coordinator** will work directly with the Executive Director to plan and organize year-round educational programs and related activities in support of the organization's mission and strategic goals. They will work in tandem with the WCFA staff, volunteers, and Board of Directors to further develop the art education and community programming. We estimate that this position will initially require an average of 8-10 hours per week but will vary seasonally (for school vacation camps) and some evening and weekend work will be required. This position offers a great opportunity for growth and flexibility.

Part time, flexible work schedule / 8-10 hours per week / \$15.00 per hour

The ideal candidate

The ideal candidate will have a strong passion for the arts and the art making process, a good understanding of the local arts community, and the evolving needs of WCFA membership and the populations we serve. Excellent communication and organizational skills, experience working in an educational setting with children and adults of various ages and abilities is most desirable. The Program Coordinator must manage time well, pay attention to detail and follow through on projects. Able to work independently and as part of the team.

Relationship building with artist members, donors, patrons, and program participants is of the utmost importance in this position.

Key Responsibilities

Program Planning

- Organize and plan year-round artistic and cultural arts education programs for all ages and abilities.
- Recruit and organize the appropriate teaching artists for each program, field inquiries, and review class proposals and instructor contracts with the Executive Director.
- Identify and facilitate community partnership opportunities.
- Manage the recruitment, training, and oversight of volunteers and interns to assist with youth programming.
- Coordinate programming and staff for summer and school vacation art camps.

Communications

- Provide timely, accurate and professional communications & responses to inquiries from teaching artists and potential or current students.
- Work closely with the team to design, edit and distribute marketing materials and make community connections to promote the programs. Maintain consistent adherence to the WCFA brand guidelines in all communications (physical and digital).
- Must be comfortable with Google Workspace (Gmail, Sheets, Docs), ConstantContact, and social Media. Graphic design experience is a plus.

Program Management

- Oversee the inventory of classroom art supplies & purchasing (while adhering to budget guidelines), orient new instructors & volunteers to the classroom & storage area and provide guidance on the use of supplies for their classes.
- Maintain records of WCFA's program participants (attendance, demographics, and transactions) and produce reports to track program data and benchmarks for success. Routinely collect feedback from participants about programming via surveys.
- Organize registrations and communicate with instructors and participants with class updates.

How to Apply

Please send a cover letter and resume to director@warwickcfa.org. You may also be asked for personal or professional references in addition to samples of your artwork. We will contact you for an initial phone interview if your qualifications are relevant (no phone calls please).

WCFA is committed to providing accessibility, respect for each person's individual needs and a welcoming work environment. WCFA will not tolerate discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age, genetic information, status as a parent, marital status, political affiliation, or reprisal. The hiring for this position will be completely based upon merit.