



Education Department Manager

Job Summary: The Education Department Manager will work with the director of education and program managers to assist with administrative tasks; coordinating programmatic logistical details; and providing support for classes, tours, programs, and exhibitions for a variety of VBMA audiences.

Essential Duties & Responsibilities include the following, but not limited to:

- Serving as the first point-of-contact for the education department, including answering phones, greeting patrons, registering guests, and fielding outside inquiries.
- Scheduling tours for student and adult groups; communicating relevant information to the docents, instructors/facilitators, facilities, security, and visitor services; inputting group information in scheduling software; and tracking attendance.
- Overseeing the registration process for classes and programs, including inputting information into CRM and website; mapping classes and programs; processing tuition and fees, class exchanges, and refunds; and fielding onsite, phone, and email registration inquiries.
- Assisting program managers with planning, implementing, and evaluating classes, tours, programs, and exhibitions for variety of ages.
- Coordinating with other departments to facilitate program logistics, including security, facilities, and visitor services.
- Assisting program managers with tracking program budgets, including transportation reimbursements, grant proposals and reports, and other financial needs.
- Purchasing supplies for programs.
- Processing invoices, check requests, credit card requests, and travel reimbursements.
- Maintaining the education pages of the VBMA website, including family, student, community access, adult, and classes/workshop pages; adding new content and deleting expired content on a timely basis; and monitoring online registrations.
- Making travel arrangements for guest speakers and instructors, including flights, hotel, car services, and meals.
- Creating and processing contracts for guest speakers, instructors, artists, and performers.
- Assisting program managers with materials, handouts, and activities for classes, tours, programs, and exhibitions.
- Maintaining departmental mailing lists and program attendance statistics.
- Preparing studios for classes, tours, and programs, including creating floor plans, inputting work orders, and coordinating with the facilities department.
- Checking in program patrons, including family and adult programs.
- Maintaining art storage areas.

Note:

This list is not intended to be all-inclusive. The VBMA reserves the right to assign additional functions and responsibilities as necessary.

Qualifications:

- Bachelor's degree in art education, arts administration, or related field preferred.
- At least two years of administrative or program coordination required. An equivalent combination of education and experience may be considered.
- Ability to work in a fast-paced environment while working on multiple projects simultaneously and achieve deadlines.

Knowledge and Skill Requirements:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Committed to welcoming and working with people of all ages, perspectives, backgrounds, and abilities.
- Proficient in Microsoft Office Suite or related software.
- Proficient in website design (WordPress preferred) and with CRM software (Blackbaud preferred).
- Excellent organizational skills and attention to detail.
- Advanced understanding of administrative procedures.
- Ability to work independently.
- Level two background check required.

Working Conditions and Physical Requirements:

- Able to meet and perform the physical requirements and to work effectively in an environment which is typical of this position.
- Frequent lifting, bending, climbing, stooping, and pulling. Frequent repetitive motions.
- Continuous standing and walking.
- Schedule is Monday – Friday 9am-5pm, with occasional weeknight and weekend work

Benefits:

- Vacation time
- Sick time
- Float Days
- Holiday Pay
- Free Museum Membership
- Medical
- Dental
- Vision
- Voluntary Life
- 403b with Match

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If you or anyone you know is interested in this position, please send a cover letter and resume to Danielle Elliott at delliott@verobeachmuseum.org.