



Sculptural Studies Program Coordinator

AVA Mission Statement

As a catalyst for creativity, AVA cultivates an openness of space and mind to inspire, nurture, and showcase the artistic spirit.

Our Vision

AVA Gallery and Art Center serves its mission by maintaining powerful exhibitions, vibrant artist studios, and offering dynamic educational programming for artists of all ages and abilities. With an emphasis on building community, AVA also hosts and promotes special events that foster interaction between artists, patrons of the arts and the public. All of our work is done with the priority of environmental sustainability and with the recognition that art enriches our lives.

Position Summary: Reporting to the Education Manager, the Sculptural Studies Program Coordinator develops and implements a sculptural studies curriculum of programming and related activities that meet the unique requirements of adult and teen (16 or older) students. The position collaborates with and supports AVA staff and Sculptural Studies instructors in preparing and utilizing the teaching spaces, maintaining equipment, purchasing materials, marketing classes, and other responsibilities.

Key Responsibilities:

- Sculptural Studies Program Planning and Evaluation
 - Develop programs and events for adults, including senior citizens, and older teens to take place during the City of Lebanon zoned hours of operation of 7:00 AM through 9:00 PM, Monday-Sunday.
 - With the Education Manager, participates in a system to solicit community feedback on classes and special programs.
 - Analyze enrollment patterns, factoring student and instructor feedback in order to make recommendations on program improvements.
- Instructor and Staff Relations
 - Assists with the identification of potential instructors, including vetting their suitability and qualifications, and coordinating with the Education Manager to facilitate their hire.
 - Provide ongoing support and evaluation of instructors.
 - Manage schedules for all Sculptural Studies Program staff and volunteers.
- Facilities and Supplies
 - In coordination with the Education Manager, schedule Sculptural Studies Program classes, optimizing the use of all teaching spaces. Note that classes also include after school classes and vacation camps.

- Work with Community Studio Instructors, Art Instructors, Ceramics Studio Assistant, and other staff to ensure that appropriate art supplies and materials are available.
 - Monitor and replenish art supplies, materials, and other expendable supplies in support of classes and special programs.
 - Assist with set-up of special events as needed, including any audio-visual needs.
 - Regularly maintain and repair, or coordinate the repair, of the equipment in the Sculptural Studies Building.
- Administration & Financial, in collaboration with the Education Manager:
 - Participate in the processing of class payments, refunds, and financial assistance.
 - Support the Education Manager in creating budget proposals for class revenue estimates and expenses, including instructor fees and materials.
 - Evaluation of the financial viability of new or continued sculptural studies classes.
 - Provide input on the maintenance and/or purchase of sculptural studies durable equipment.
 - Participate in preparing and maintaining the budget for the Sculptural Studies Program and the organization's annual budget.
 - Order, and replenish materials and supplies, with accountability to the budget.
 - Coordinate the Bench Rental Program.
- Marketing and Promotion
 - Review in a timely manner relevant print content (brochures, press releases and advertising) and website content to ensure it is complete and up to date.
 - Collaborate with the Education Manager and other staff to plan and implement events that provide information about the Sculptural Studies Program opportunities.
 - Participate in community-wide events as determined with the Education Manager.
- Monitor all Sculptural Studies Program equipment and building systems for safe and reliable performance.
 - Collaborate with the Education Manager and Facilities Coordinator on any needed repairs or maintenance requirements.
 - Monitor classes and supervise safety protocols.
 - Maintain a safe environment.
 - Organize and collaborate with staff and volunteers to assist with set-up for classes and events.
- Collaborate with AVA staff to recruit, identify, place, and coordinate volunteers as needed.
 - Supervise assigned volunteers.
 - Maintain accurate volunteer records.
- Prepare reports, including class participation, facility visitors, and program evaluation.
 - Other duties as assigned.

Desired Qualifications:

- Three-dimensional fine arts experience required. Bachelor of Arts, Education, or related field preferred.
- Strong verbal and written communication skills with the ability to relate to a diverse population.

- Demonstrated knowledge of sculptural studies equipment, and an understanding of the requirements and best practices in the use of tools used to make 3-dimensional art, including metalworking, stone carving, wood working, metal forging and ceramics, and other media.
- Experience with ALTRU database management system and similar software, as well as Wordpress, or the ability to learn.
- Physical Requirements: Ability to climb ladders, lift and carry 50 lbs.
- The ability to work nights and weekends as needed.

Salary Level and Exempt Status:

The Sculptural Studies Program Coordinator is a part-time position, eligible for overtime pay as prescribed by law.

Benefits: Individual Membership to AVA and the various discounts included.

Supervisor: Education Manager