



## Thomasville Center for the Arts

Title: Youth & Family Programs Manager  
Reports to: Education Director

Thomasville Center for the Arts seeks a Youth & Family Programs Manager to design and implement innovative and dynamic multi-disciplinary creative learning experiences that engage families, youth, and early childhood audiences. The ideal candidate will have experience concepting and planning programs, writing curriculum, and providing fine art instruction. This position is a member of the Education team which includes an Education Director, K-12 Schools Director, and Education Coordinator.

### Responsibilities:

- Design and deliver engaging, accessible, diverse, and inclusive creative learning experiences and arts education programs aimed at early childhood, teen, and family audiences. This includes classes, exhibition related workshops, Art Free for All events, festival workshops, summer camps, and other programs as developed.
- Forge relationships with the Center's youth and family member base, as well as diversify and expand participant base.
- Actively promote current menu of programs to families, early childhood centers, and youth groups in the region.
- Develop relationships with community organizations that promote the well-being and education of children and teens.
- Collaborate with the Development team to design programs with benefits for member families.
- Work alongside education team to present annual Youth Art Month community events.
- Contribute to exhibition programs by participating in exhibit selection and development of youth focused exhibit guides and education materials.
- Manage program expense budgets and maintain program files.
- Research and write program grant applications and final reports.
- Create all forms necessary to manage the programs: registration forms, pricing schedules, contracts, attendance forms, etc.
- Develop student and participant databases and communications systems.
- Recruit, manage, and train program instructors, volunteers, and interns.
- Represent youth and family programs in TV, radio, and print interviews.
- Work with graphic designer to produce marketing materials including program brochures, guides, etc.
- Oversee all youth programs studio spaces, maintaining safe, welcoming, and inspiring environments that foster creativity.
- Oversee art supply purchases, supply inventory, and prop storage.
- Research youth arts programs to inform annual program development.
- Manage system to evaluate programs including the reporting of participant attendance, audience feedback, and student progress.
- Lead tours and workshops as needed.

#### Qualifications:

- Preferred degree in art education, arts administration, art history, studio art, museum studies or related field.
- Minimum of 3 years of experience developing and delivering programs targeted toward families and early childhood audiences.
- Working knowledge of educational pedagogy and educational trends.
- Practical experience managing projects and supervising personnel.
- Working knowledge of curriculum design, lesson planning, and current practices in youth art education programs.
- Background in museum interpretation is a plus.
- Experience organizing tours and presenting programs.
- Experience teaching visual arts to a range of ages in classrooms or community setting.
- Ability to eloquently articulate thoughts and concepts in writing.
- Excellent verbal and presentation skills.
- Proficient in Microsoft Office Suite.
- Desire to work in fast-paced, creative environment.
- Strong ability to make sound and swift decisions to support changing or unexpected needs of the Center's visitors.
- Ability to develop and implement programs from start to finish.
- Comfortable speaking publicly in large and small group settings.
- Keen attention to detail with particular emphasis on budget management.
- Strong ability to work collaboratively and independently to achieve goals.
- Strong organizational and time management skills with capacity to multi-task.
- Highest ethics as they relate to all aspects of non-profit organization practices and confidentiality.
- Personal vehicle required for local travel related to outreach program delivery.

#### Working Conditions & Physical Demands:

- Ability to communicate via voice by telephone, read and speak English, and generate written communication manually and by using a computer.
- Ability to stand and walk for long periods of time during day-long programs.
- Ability to bend, kneel, crawl, reach, and carry up to 20 pounds.
- Ability to sit at a desk for extended periods of time, lift and move documents and supplies up to 20 lbs., and bend or reach to file and retrieve documents.
- Will be required to work occasional Saturdays throughout the year during our Second Saturday family events, in addition to one weekend each for Wildlife Arts Festival (November) and Due South Music Festival (April). Occasional evening availability required during exhibition openings.

Salary is commensurate with experience. To apply, please submit a full application, resume, three work references, and letter of interest including salary requirement and available start date, to [ops@thomasvillearts.org](mailto:ops@thomasvillearts.org) The application is available online at [www.thomasvillearts.org](http://www.thomasvillearts.org).

Thomasville Center for the Arts is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.

