



# Thomasville Center for the Arts

**Title:** Youth & Family Programs Director  
**Reports to:** Executive Director

Thomasville Center for the Arts seeks a Youth & Family Programs Director to lead the development and implementation of innovative, multi-disciplinary creative learning programs and experiences that engage children, students, and families. In addition to designing programs, this position oversees all studios, maintaining a safe and welcoming environment that fosters learning and artistic expression.

## RESPONSIBILITIES

Programming:

- Recruit and develop a program team which currently includes a K-12 school programs manager, a youth and family coordinator, and fine art instructors.
- Develop infrastructure and systems to deliver compelling, efficient and safe programs.
- Research, develop and implement programs for diverse local and visiting audiences.
- Provide fiscal oversight of programs, including annual budget planning and regular monitoring of income and expenses.
- Design programs in various formats including, but not limited to, workshops, classes, tours, seminars, lectures, demonstrations, events, excursions, immersions, and camps.
- Direct program initiatives designed to address special market needs (i.e. mobile art studio, therapeutic arts, educational tools for the visually impaired, etc.)
- Collaborate with Development team to apply for grants and sponsorships, and design benefits for member families.
- Collaborate with other Center teams to design and implement youth and family programs for Center events and festivals including Wildlife Arts Festival, Flaunt, and Due South.
- Establish and maintain relationships with community organizations and seek opportunities to collaborate to expand and diversify the Center's audience and reach into the youth and family community.
- Oversee management of studios to facilitate safe, functional, and artistic program experiences.
- Recruit, train, and direct program interns and volunteers.
- Direct the development of program materials including curriculum guides, promotional collateral, and digital content; collaborate with marketing team to promote programs and drive audience participation.
- Represent programs in TV, radio, and print interviews.
- Develop, document, and evaluate curriculum for education programs and artistic experiences.
- Develop instructor training program including policies, procedures, curriculum design, and program instruction.
- Provide monthly program reports and statistics.
- Conduct annual program staff performance reviews.
- Participate in the Center's annual and long-range planning processes.
- Participate in all collective staff activities.
- Keep current on best practices in the field of arts education and community engagement.

## QUALIFICATIONS AND WORK EXPERIENCE

- Bachelor's degree in Education, Early Childhood Development, Museum Education, Museum Studies, or related field required. Advanced degree preferred.
- Three to five years of professional experience developing and delivering programs targeted toward families, students, and children.
- Two or more years of professional experience in a museum, cultural institution, or related setting.
- Two or more years of project management and supervisory experience, including hiring and training.
- Practical experience designing, developing, teaching, and evaluating education programs.

## SKILLS AND ABILITIES

- Ability to work well and collaborate effectively with a wide range of audiences including staff, volunteers, administrators, educators, funders, general public, and other constituencies.
- Ability to work effectively in a team setting and collaborate across the organization.
- Commitment to values of diversity, inclusion, and learner-centered interpretation and education strategies.
- Strong ability to make sound, on-the-spot decisions.
- Ability to lead change, build cooperation, and help advance the goals of the Center.
- Thorough knowledge of educational pedagogy, educational trends and the needs of early childhood educators, families, and youth groups.
- Excellent interpersonal, oral, and written communication skills.
- Comfortable speaking publicly in large and small group settings.
- Proficiency in Microsoft Office Suite (Word, Excel, Power Point).
- Strong interpersonal, organizational, and leadership skills.
- Ability to multi-task and manage time efficiently.
- Multi-lingual skills a plus.

## PHYSICAL DEMANDS

- Ability to communicate via voice, read and speak English, and generate written communication manually and by using a computer.
- Ability to sit at a desk for extended periods of time, lift and move documents and supplies up to 25 lbs., and bend or reach to file and retrieve documents.
- Must be able to stand and walk for long periods of time during day-long programs.
- Valid driver's license and access to personal vehicle is required. Position involves regular in-town travel and occasional out of area travel.
- Occasional weekend and evening availability required.

To apply, please email a letter of interest including salary requirement and available start date, resume, and references to [ops@thomasvillearts.org](mailto:ops@thomasvillearts.org).