

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION**

**JOB DESCRIPTION:
VISUAL ART PROGRAM DIRECTOR**

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Fine Arts or Art Education required.
2. General office and campus environment.
3. Position involves sitting, although frequent movement is necessary.
4. Walking, standing, bending, twisting, and occasional lifting required.
5. Must be flexible working in a fast-paced, non-profit environment.
6. Experience or interest in art and youth arts education.
7. Must be willing to use personal equipment such as cell phone and laptop/tablet.
8. Must be willing to undergo clearances/background checks.

REPORTS TO: Oldham County Arts Center Executive Director and has significant interaction with Oldham County Schools Arts Center faculty, staff, and students.

PERFORMANCE RESPONSIBILITIES:

PRINCIPLE DUTIES

1. The Visual Art Director is in charge of working alongside the Executive Director and General Manager to assist in all assigned administrative aspects of the art program; ten (10) hours weekly. Reports to the Executive Director on a weekly basis to update ongoing art activities.
2. Spokesperson for the Visual Art Program artistic purpose via speaking engagements, public appearances, and fundraising events and secures outreach opportunities to drive awareness and promotion of VA programming.
3. Performs as Teacher for fifteen (15) hours weekly to include but not limited to 6 classes quarterly, 6 workshops and 4 camps annually, and directs fundraising initiatives that require artists and art work.
4. Works alongside Receptionist and Registrar to make classes, camps, and shows available to the public.
5. Management of all VA classes and satellite offerings to include oversight of staffing, student teachers, student placement, curriculum management, and basic marketing.
6. Management of Summer Camp classes for the VA Program - staffing and document preparation, marketing, and duties that pertain to general management of classes.
7. Produce, update, and disseminate a program-wide Student Handbook annually.
8. Business aspects: acquire supply orders for classes and shows in conjunction with the General Manager.
9. Responsible for creating and maintaining an annual VA budget to be approved by the Executive Director. Report balance totals at the end of each quarter to ED.
10. Other duties as assigned by the Executive Director.

PROGRAM OVERSIGHT

1. Regularly meets with visual art staff to evaluate program needs and provide support where applicable.
2. Coordinates the scheduling of all classes, events, and gallery space in conjunction with the Receptionist. Adapt all VA shows, classes and other activities to a program specific 'living calendar' to be referenced by staff.
3. Responsible for assessing gallery and studio needs including: allocating funds for art purchases and any coordination of changes to the physical spaces.
4. Ensures staff and teachers are scheduled in support of each season of classes, shows and events.
5. Coordinates the scheduling of all classes for VA in conjunction with the Receptionist.
6. Guides in the development of offerings for the program, primarily in the area of shows, classes, fundraisers, and camps.
7. The VA Director helps contribute to an annual marketing and media relations plan with an emphasis on public shows, events, classes, and fundraisers.
8. Answer parent emails, texts, phone calls in a timely manner and be available to meet when requested.

TERMS OF EMPLOYMENT:

Compensation will be based on 260 contract days @ 25 hours per week, 4:30 – 8:30 PM M – F, 9:00 AM – 2:00 PM Saturday @ \$40,000, paid by OCAC Funds.