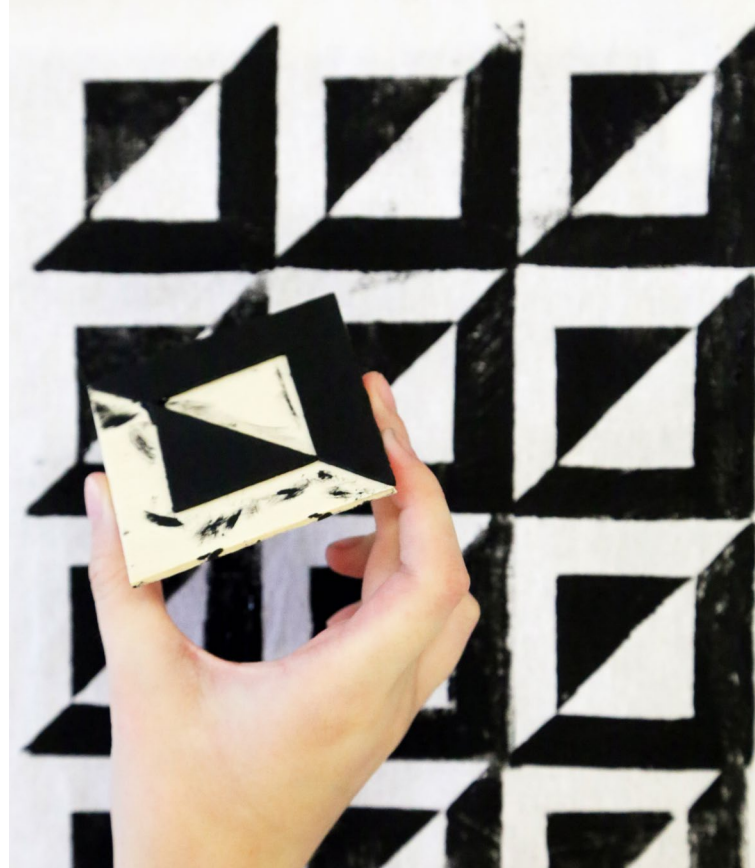


Join our Textile Center team!

Outreach & Youth Program Coordinator



Textile Center is unique as America's national center for fiber art, with a mission to ***honor textile traditions, promote excellence and innovation, and inspire widespread participation in fiber art.***

The Center's resources include exceptional fiber art exhibitions, an artisan shop, a professional-grade dye lab, a natural dye plant garden, and one of the nation's largest circulating textile libraries open to the public.

textilecentermn.org

Bottom: Students from Luxton Learners viewing artwork by Marcus Rothering

OUTREACH AND YOUTH PROGRAM COORDINATOR JOB POSTING

Job Title: Outreach and Youth Program Coordinator
Classification: Full Time, Exempt
Schedule: Weekdays during business hours, with occasional weekdays/evenings
Reports To: Director for Artistic Advancement
Salary: \$35,000 to \$45,000 DOE

POSITION SCOPE AND PURPOSE

Textile Center seeks an Outreach and Youth Program Coordinator who is passionate about the arts and is committed to cultivating our organization's expanding outreach to the diverse communities that contribute richly to our vibrant fiber art scene.

The Outreach and Youth Program Coordinator coordinates all aspects of community outreach and youth programs to support Textile Center's mission and overall strategic goals. The Outreach and Youth Program Coordinator works with the Director of Artistic Advancement and the Exhibition and Adult Education Coordinator to build on current programs, expand outreach, and support overall education programs—in-person, digitally, and hybrid -- on-site and off-site.

SPECIFIC DUTIES

Outreach Programs:

- Coordinate fiber art curricula for all offsite and digital outreach classes, including youth, adult, and intergenerational experiences
- Use digital technology and equipment to deliver programs remotely
- Maintain relationships with current program partners and work to build new community connections
- Manage scheduling and correspondence, including bookings, site contracts, teacher assignments, instructor contracts, documents, trainings, and orientations with all instructors and program partners
- Oversee supply inventories, ordering, and preparation of all class materials for program use

Youth Programs:

- Coordinate all aspects of the Youth Fiber Art Guild program, from preparing kits (with volunteer assistance), to coordinating and maintaining partner locations and onboarding new partners when necessary, and maintaining all program data and evaluations
- Schedule and coordinate youth kit subscriptions/sampler packs, summer programs, and field trips
- Assist in planning and executing other youth education programs and events—onsite, offsite and digital collaborating with external partners as necessary
- Coordinate and schedule instructors for all activities, digital and in-person
- Manage all youth program instructor contracts, documents, and orientations
- Maintain budget with costs and assist with sourcing supplies
- Initiate and maintain data collection and evaluations and analyze results for accurate records to inform program growth, improvement, and budget

Other Events and Activities:

- Conduct digital programs on Zoom, using our digital classroom and live streaming capabilities to deliver digital programs to partners and audiences
- Coordinate seasonal A Garden to Dye For maintenance and programming, including recruiting and scheduling volunteer gardeners and contracted garden coordinator
- Assist with scheduling use and rental of Dye Lab; help monitor its cleaning, organization, and supplies after use, and assist with training of Dye Lab users

Registration, Communication, and Classroom Management:

- Communicate with program partners, students, and parents/guardians when necessary, including follow up with programming, registrations, required paperwork, on and off-site classroom issues, general correspondence, and evaluations
- Manage bookings and registrations in databases (Excel and Salesforce), and process cancellations, withdrawals, refunds, and attendance/participant lists
- Assist with collecting, entering, and maintaining all related program data, including program statistics and achieved outcomes, for grant and funder reports
- Oversee classroom preparation and clean up for any onsite youth and outreach programs and rentals at Textile Center, including Dye Lab

Program Marketing:

- Assist with producing content for catalogs, website, emails, and other program related marketing efforts
- Manage website updates for all related programs in coordination with Communications Associate and Director of Artistic Advancement

Additional:

- Ability to use digital technology and equipment to develop and deliver programs remotely
- Flexibility to work occasional evenings and weekends for events and classes
- Perform other duties as required

BENEFITS

- Health insurance (employer pays percentage of monthly premium); also dental insurance, flexible spending account, and retirement savings plan (100% employee paid)
- Vacation, sick, and holiday time
- Discount on Shop purchases; free and discounted class opportunities

RELATIONSHIPS

- This position reports to the Director of Artistic Advancement and works with all members of Textile Center staff. The position helps coordinate contract teaching artists and interacts with participants in Textile Center programs, building users, artists, volunteers, and interns.

QUALIFICATIONS

- College degree preferred plus required minimum 3 years' experience working with community/outreach programs or youth education; or minimum 4-6 years related experience, or minimum 4-6 years combined education plus related experience
- Experience preferred: within an arts organization, nonprofit, or school setting
- Passion for textile/fiber arts
- Highly proficient with Microsoft Office Word and Excel applications and Outlook/Office 365
- Experience with digital classroom technology and equipment for event recording, digital program delivery, remote learning, and classroom support, including computers, cameras, monitors, and microphones; preferred: Zoom platform
- Experience using customer databases; preferred: Salesforce platform
- Experience with website maintenance; preferred: WordPress platform
- Experience using email marketing software; preferred: Constant Contact platform
- Strong communications skills, both written and oral
- Experience providing outstanding customer service
- Ability to set and balance priorities and complete tasks accurately, on time and in an efficient manner
- Professional, engaging interpersonal skills
- Excellent organizational skills, systems thinking abilities, and high level of attention to detail
- Flexibility, adaptability
- Ability to sit for extended periods of time, climb stairs, lift in excess of 30 lbs.
- Fully vaccinated for COVID-19

EQUIPMENT USED

- Office equipment such as computer, keyboard, mouse, telephone, copier and fax machine
- Audio/video equipment for digital and hybrid class and event delivery, and in-person classroom support, including digital video cameras, monitors, microphones, computers
- Ability to use various fiber art tools used in educational programs, including dye lab equipment, sewing machines, looms, etc.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the discretion to add or change the duties of the position at any time.

Textile Center is an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or veteran status.

TO APPLY:

Please send cover letter, current resume, and 3 professional references to: Director of Administration Nancy Gross at ngross@textilecentermn.org.