

Join our Textile Center team!

Education Manager



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

EDUCATION MANAGER JOB POSTING

Job Title:	Education Manager
Classification:	Full time, exempt
Reports to:	Executive Director
Supervises:	Outreach & Youth Program Coordinator
Pay Rate:	\$50,000 - \$56,000, DOE
Benefits:	See below
Job Type:	Primarily on-site
Timeline:	Initial application review begins May 16; position open until filled

A national center for fiber art based in Minneapolis, Textile Center's mission is to honor textile traditions, promote excellence and innovation, nurture appreciation, and inspire widespread participation in fiber art. Textile Center is entering a period of building back programming and operations as the pandemic moves into an endemic phase, and we are excited to recruit new team members to work with us as we begin implementation of our [new five-year strategic plan](#) that focuses on supporting all textile traditions and honoring the skill, artistry, cultural traditions and community that make the world of fiber art vibrant and inclusive.

POSITION SCOPE AND PURPOSE

The Education Manager develops and manages all aspects of Textile Center's education programs for adults and youth in alignment with Textile Center's mission and overall strategic goals. This position reports to the Executive Director, works closely with the Director for Artistic Advancement, and supervises the Outreach and Youth Program Coordinator.

The Education Manager oversees all tuition-based programming for Textile Center, with primary responsibility for researching, designing, and developing curriculum for and maintaining all aspects of adult core classes, National Guest Teaching Artists, and Art Speaks programs. Recruiting and retaining teaching talent and leading the evaluation of all adult and youth classes and outreach activities is part of this responsibility. Extensive expertise in the field of fiber art and the development of curriculum and related program evaluation is required for this position.

SPECIFIC DUTIES

Education Program Planning:

- Research, design, innovate, and develop curriculum for adult education classes, national guest teaching artists, Art Speaks programs, and other education classes, activities, and events to facilitate program depth and breadth and build on existing fiber art program excellence
- Oversee development of adult/youth outreach/library classes and youth programming, and supervise the Outreach and Youth Program Coordinator as a work partner in this
- Plan, create, and coordinate all aspects of the Youth Fiber Art Guild program with the Outreach and Youth Program Coordinator, from developing and executing kits to organizing partner locations
- Schedule adult education programs, taking into account student appeal, facilities calendar, and artist teacher availability
- Cultivate, hire, and train contract teaching artists for education programs
- Plan annual financial budgets for adult and youth programs (including outreach); monitor and manage actual progress toward goal, including tracking capacity sold and program cost analysis throughout the year
- Strategize as necessary to innovate and pivot with programming, based on program objectives and current needs that impact programs, to ensure adult programs are delivered smoothly and efficiently to achieve budget goals
- Assist with preparing program grant applications and final reports
- Initiate and maintain data collection and evaluations and analyze results for to inform educational program growth and improvement and to use for grant and funder reports

Supply and Classroom Management:

- Manage schedule of supplies and tools for adult education programs, including dye lab equipment repairs and maintenance
- Oversee supply inventories for all on-site and off-site youth and outreach programs
- Calculate program pricing, costs, and source supplies for adult programs and supervise the same for youth and outreach
- Maintain and prepare classroom spaces for all adult classes, including clean up
- Maintain the Dye Lab facility, including clean up

Registration and Communication:

- Communicate with students, parents/guardians, program partners, and instructors including follow up with registrations, required paperwork, and classroom issues; send reminder emails, general correspondence, and evaluations for all adult classes; supervise the same for youth and outreach
- Manage all student registrations in database and website; oversee attendance lists, cancellations, withdrawals, and refunds
- Manage the health & safety of students during all related programs and activities, and supervise the same for youth and outreach

Marketing and Community Engagement:

- Determine education classes and programs to be promoted and featured in various marketing efforts
- Manage all education website details in coordination with Communications Manager
- Produce marketing content for catalogs, website, emails, social media, and other marketing efforts
- Recruit and manage volunteers as necessary, to achieve program success

Additional:

- Flexibility to work occasional evenings and weekends
- Assist with other Textile Center programs, including Garage Sale, etc.
- Perform other duties as required

BENEFITS

- Health insurance (Textile Center pays percentage of employee's monthly premium)
- Dental insurance, flexible spending account, retirement savings plan (100% employee funded)
- Insurance: Life, AD+D, ST/LT disability (100% paid by Textile Center)
- Paid vacation, sick, and holiday time
- Discount on Shop purchases; free and discounted class opportunities

RELATIONSHIPS

- This position reports to the Executive Director and works closely with the Director for Artistic Advancement who oversees Textile Center fellowships and exhibitions and serves as an advisor for the national/international guest teaching artist program. The position supervises the Outreach & Youth Program Coordinator, manages contract teaching artists, and interacts with participants in Textile Center programs, building users, artists, volunteers, and interns.

QUALIFICATIONS

- Bachelor's degree preferred with minimum five years' work experience, or minimum seven years combined experience, with an emphasis in the field of textiles and fiber art
- Extensive expertise in the development of curriculum and related program evaluation is required
- Experienced with textile/fiber arts processes, materials, histories, and traditions
- Budget management experience and supervisory experience preferred
- Strong proficiency with Microsoft Office applications and email; Outlook/Office 365 preferred
- Experience using customer database; Salesforce preferred
- Experience with website and shopping cart maintenance; WordPress, Click & Pledge, and WooCommerce preferred
- Experience using email marketing software; Constant Contact preferred
- Strong communications skills, both written and oral
- Excellent organizational skills and attention to detail
- 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
- Flexibility, adaptability
- Ability to stand or sit for long periods of time; bend, stretch, engage in repetitive motions; push, pull, lift in excess of 30 pounds, and carry items for short distances
- Ability to use stairs and climb a ladder
- Required: Fully vaccinated for COVID-19

EQUIPMENT USED

- PC computer, mouse, keyboard, telephone, copier/printer. Audio/video equipment. 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.

View our declaration of anti-racism here: textilecentermn.org/declaration-of-anti-racism/

Applicants for this position must successfully pass a background screening, and/or additional skills test as determined by management.

TO APPLY:

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