

## **Northville Art House, Inc.**

*Part-time Staff Position*

### **Education and Engagement Manager**

Northville Art House, Inc. (“NAH”) is a 501(c)(3), located in Northville, Michigan and governed by a volunteer Board of Directors. This position reports to the Executive Director and works closely with all NAH staff and Board as needed. This position oversees all educational classes and workshops, as well as all special programs at the Northville Art House. Responsible for managing class and event logistics throughout the year, which may include developing class schedules, recruitment and management of artists and instructors, securing sponsorships and donations, and overseeing volunteers. Also responsible for any website updates, marketing and promotion, and post-event evaluation related specifically to educational programs and public events. Currently, this position also helps to manage the Art House’s small Artisan Store, liaising with artists and maintaining store inventory.

This is a part-time position, working up to 30 hours per week. Occasional evening and weekend work is required.

#### **Job Responsibilities:**

- Provide leadership, organization, and effective management skills.
- Build a robust calendar of innovative and engaging classes and workshops, community outreach, and public programs.
- Supervise, manage, and direct art instructors, including recruitment, selection, and development to achieve NAH goals and objectives of a high-quality art curriculum for all ages.
- Supervise, manage and direct NAH events, including contracts for outside vendors, logistics, planning, volunteer and sponsorship procurement, organization, and execution.
- Build partnerships and collaboration throughout the community to achieve NAH goals and objectives, as well as connecting with community government and business partners to develop additional opportunities.
- Assist other staff in execution of their responsibilities and complete such tasks as assigned by the Executive Director.
- Perform all duties with considerable independence, following professional practices and established procedures.

#### **Knowledge and Skills:**

- Some knowledge of operations of a nonprofit organization and/or willingness to learn.
- Effective communication skills, written, verbal and interpersonal.
- Proficient in time management, organizational skills, and ability to meet established deadlines.
- Computer and internet research skills required. Microsoft Office Suite, Social Media, WordPress experience preferred but not required.
- Self-starter, creative thinker, leader, and innovator.
- Knowledge for planning, preparing, and conducting art classes preferred but not required.

- Experience with database maintenance, record keeping, and budget keeping preferred but not required.
- Demonstrated experience building partnerships and collaborations.
- History of creating and managing programs and events.

**Job Qualifications:** College or university degree with a major in art, administration, leadership, art management or related field is preferred but not required.

**To apply:** Email resume to [office@northvillearthouse.org](mailto:office@northvillearthouse.org).