



## **UMPQUA VALLEY ARTS ASSOCIATION JOB ANNOUNCEMENT FOR EDUCATION DIRECTOR**

**Location:** Roseburg, OR (onsite)

**Appointment Type and Duration:** Full-time, Ongoing

**Compensation:** \$45,000 – \$50,000 a year

**Position closes:** May 16, 2025, or until filled

### **Special Instructions to Applicants:**

To ensure consideration, complete applications must include a current resume, cover letter describing your interest in Umpqua Valley Arts supported with relevant experience, and answers to the following three supplemental questions:

1. Describe your experience in developing relevant and aligned community and/or arts education programs that meet community needs and long-term organizational goals.
2. Describe your program management experience including any experience you have in fundraising, grant-writing, budget/fund administration, managing independent contractors and volunteers as it relates to a program you have managed.
3. Describe experience that demonstrates your ability to communicate effectively with co-workers, stakeholders, schools, community partners, adults, and children from diverse cultures.

### **Umpqua Valley Arts**

Umpqua Valley Arts (UVA) is a small community arts organization located in Roseburg, Oregon. The organization was established in 1971 to provide arts education, appreciation and participation activities for the community. UVA is currently embarking on its next stage of growth to become an effective and responsive organization to serve all people in Roseburg and throughout Douglas County.

The organization operates with a small staff and annual budget. This small size means that all employees work closely with each other and manage all aspects of their

programs from administrative support to publicly representing the organization throughout the community.

## **Position Summary**

UVA's Education Director position is an exciting opportunity to work with an established arts education program and grow it into a dynamic and robust program that serves all people in Douglas County, Oregon and beyond. UVA's education program currently consists of after school programming, field trips, summer camps, all ages classes and specialty workshops, and ongoing programming in our three studio spaces.

Core to all of UVA's activities is the opportunity to provide its Members and the surrounding community with high-quality art making experiences through school partnerships, scheduled programs, special workshops, and more. UVA's arts education program is based on community needs and is coordinated in conjunction with other UVA programs including gallery exhibits and special community events. Quality programs are dependent on quality educators and engaged students (of all ages). The Education Director continually recruits, onboards, nurtures, and supports a roster of community arts educators and evaluates programs through observations, student surveys, enrollment numbers, program income, and more to ensure UVA is providing the best arts education programming for the community.

UVA is seeking a self-starter with a deep passion for bringing the arts and art-education to diverse populations of people of all ages. The position will report to the UVA Executive Director.

## **Special working conditions and physical demands**

- Must be able to lift 50 pounds
- Ability to transport self and materials between multiple buildings on the arts campus at times to schools or other locations for UVA sponsored education opportunities
- Must hold current Oregon Drivers License and ability to use an insured and safe vehicle throughout Douglas County and occasionally out of the County. (All mileage is reimbursed.)

## **Work Schedule**

This position works a professional schedule from the Umpqua Valley Arts Center in Roseburg, OR. It is expected that the Education Director is present at UVA to manage all aspects of scheduled arts education programming--which means some evenings and weekend days. UVA's hours of operation are currently Monday through Friday, 10:00am - 6:00pm.

## **Responsibilities**

- Develop and implement strategic plans for educational programs that align with the institution's mission and goals.
- Lead, mentor, and manage a team of educators to foster a collaborative and high-performing environment.
- Oversee budgeting for educational initiatives, ensuring efficient allocation of resources.
- Collaborate with stakeholders to enhance educational offerings and improve student outcomes.
- Evaluate program effectiveness through data analysis and feedback, making necessary adjustments to improve quality.
- Stay current with trends in art education to ensure our programs remain relevant and effective.

## **Qualifications**

- Proven experience in education administration or a related field, preferably within an art-centric setting.
- Strong leadership skills with the ability to motivate and guide a diverse team.
- Demonstrated expertise in strategic planning and budgeting processes.
- Excellent communication skills, both written and verbal, with the ability to engage various stakeholders effectively.
- A commitment to fostering an inclusive educational environment that meets the needs of all students.
- Advanced degree in Education or related field preferred; relevant certifications are a plus

## **Minimum Requirements**

- Bachelor's degree in Education, Community Education, or Arts Education is preferred;
- Culmination of three years' experience working in a community education and/or arts education program with children, youth, and/or adults;
- Experience developing programs for diverse audiences--from idea to implementation, budget management, grant writing, community relations, marketing, and managing student and educator safety;
- Experience presenting to diverse audiences to educate, engage, and recruit participants and generate community connections.

## **Special Requirement:**

- Experience developing curricula, classes, camps and/or workshops.
- Demonstrated ability to convene a diverse committee of stakeholders and partners around shared goals and manage a group project from idea to fruition.

## **Professional Competencies**

- Ability to manage all administrative aspects of program development--program registration and rosters, registration fees and reimbursements, scheduling and calendaring, document creation and management, communications via phone and email.
- Ability to work collaboratively with community partners including school districts, educators, community organizations, and partnering businesses.
- Ability to work with students of all ages from early childhood to adults from a variety of backgrounds.
- Ability to explain and present ideas, orally and in writing, to others in a clear manner.
- Ability to communicate effectively with individuals from diverse backgrounds and cultures.
- Ability to learn to operate instructional equipment and maintain a working arts education studio space.
- Ability to identify, properly maintain and organize a variety of different art supplies and materials.
- Ability to perform recordkeeping of grants, financials, and program inventory, and program budgeting tasks.
- Ability to work independently.

**All offers of employment are contingent upon successful completion of a background inquiry.**

UVA provides two-weeks of paid time off. UVA offers a health care stipend.

UVA is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the ADA. UVA encourages all qualified individuals to apply and does not discriminate on the basis of any protected status, including veteran and disability status. UVA is committed to providing reasonable accommodations to applicants and employees with disabilities. To request accommodation in connection with the application process, please contact us at [executivedirector@uvarts.com](mailto:executivedirector@uvarts.com).

UVA prohibits discrimination on the basis of race, color, sex, national or ethnic origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, and gender expression in all programs, activities and employment practices.

**Advertised:** April 30, 2025

**Applications close:** May 16, 2025 or until filled