EDUCATION COORDINATOR

ABOUT

Founded in 1910, Associated Artists of Pittsburgh is the oldest continuously-exhibiting visual arts organization in the country. Associated Artists of Pittsburgh provides our members with exhibition opportunities, promotes artists, and supports their work. In addition to providing exhibition and professional development opportunities for its artists, Associated Artists manages the Visual Arts Career Orientation Program, or VACOP, an educational outreach program for Allegheny County children.

Supported by the Henry C. Frick Educational Fund of The Buhl Foundation and Artist Craftsman and Supply, the Visual Arts Career Orientation Program organizes pre-professional experiences for high school aged students by workshopping with Pittsburgh-based teaching artists. These include collaborations with museums, community art spaces, personal studios, and other cultural institutions. In each monthly session, students learn about being a professional and practicing artist outside of the traditional classroom setting. Students also participate in a production component: after studying the instructor’s method, each student creates their own work of art.

POSITION

Associated Artists of Pittsburgh is seeking a new Education Coordinator that will plan, coordinate, and oversee all aspects of the Visual Arts Career Orientation Program. The program consists of one monthly session, as well as the organization, preparation, and review of each session. In each session, students learn outside of the traditional classroom setting. Students also participate in a production component: after studying the instructor’s method, each student creates their own work of art.

This position may be for you if you are creative, flexible, have a passion for working with teens, and possess a minimum of two years of experience working in an educational capacity in art or community organizations. You must be able to attend all sessions, which occur during the school day. You must also be outgoing and be able to utilize both yours and AAP’s network of artists and institutions to plan and coordinate sessions.

Read more about VACOP here: https://www.aapgh.org/education

PAY: Hourly

TIME COMMITMENT: 6–12 hours a month

▪ Coordinate with the Allegheny Intermediate Unit (Marketing, Planning, Payment, etc.)
▪ Research and plan monthly sessions before the start of each year/semester
▪ Work with artists to plan and prepare conversation, activities, and day-of schedule
▪ Schedule workshop/studio space and purchase workshop supplies as needed
▪ Supervise students to ensure a timely and respectful arrival and session
▪ Attend, document, and lead (if needed) monthly VACOP session (9:00am-3:00pm)
▪ Compile necessary financial documents
▪ Complete monthly review and recap
▪ Provide Executive Director with regular program updates
▪ Prepare invoices for AAP for artist stipends and reimbursements and collect W9s as needed

PREFERRED QUALITIES

▪ Minimum two years of experience working in an educational role at an art or community organization
▪ Minimum two years of experience working with high school/teenage audiences
▪ Actively engaged in the Pittsburgh art community
▪ Demonstrated experience coordinating educational programs
▪ Commitment to Diversity, Equity, Accessibility, and Inclusion
▪ Understanding of best practices in informal education environments
▪ Excellent communication skills (in person, phone, email)
▪ Creative problem-solving skills
▪ Must have access to reliable transportation
▪ Ability to lift and carry a minimum of 30 lbs. and stand for long periods of time
▪ Experience managing budgets
▪ Experience contributing to grant applications and reports

To apply: Send a cover letter, résumé, and three professional references to aap@aapgh.org by Sunday, February 9, 2020.