

# **DURHAM ARTS COUNCIL**

## **Durham, North Carolina**

**Position Title:** DAC Arts Education Assistant Manager

**Division or Department:** DAC School & Creative Arts in Public/Private Schools (CAPS) Division

**Position Classification:** Full Time, Salaried-exempt; 37.5 hours per week position. Paid semi-monthly.

**Hiring Range:** \$37,000 - \$40,000

**Position Reports to:** DAC School Director and DAC CAPS Director

**Date of Position Description:** updated March 2023

### **Summary of Position:**

Reporting to the DAC School Director and DAC CAPS Director, the DAC Arts Education Assistant Manager is responsible for implementing and managing the Durham Arts Council's Arts Camp, providing administrative support for Durham Arts Council classes and CAPS programming, and providing management assistance with the DAC Clay Studio. The DAC Arts Education Assistant Manager will be an individual experienced in developing and implementing youth and adult arts programs in response to diverse educational and community interests and needs.

### **Essential Position Responsibilities:**

#### **DAC School Arts Camp Duties (Summer and Intersession Camps)**

- Responsible for implementation and daily management of the Durham Arts Council's Arts Camp. Coordinates planning and seeks review/approval from DAC School Director, and DAC Executive Director for overall plans and procedures. Assists DAC School Director with program planning and development.
- Supervises and monitors duties for all Arts Camp instructors.
- Coordinates high school volunteers for summer camp including interviewing, scheduling and training.
- Prepares and organizes instructor folders from Arts Camp office for distribution.
- Fields parental concerns and questions; directs parents to appropriate DAC personnel to ensure all concerns and/or questions are properly resolved.
- Ensures that risk management, safety and emergency procedures are communicated and followed by camp staff, volunteers and participants as appropriate.
- Ensures COVID safety procedures are being followed by instructors and campers.
- Assists DAC School Director with the acquisition, stocking, and inventory record-keeping of all supplies, class materials and snacks.
- Sets up classrooms ensuring all supplies needed are available.
- Distributes snacks to campers.
- Oversees maintenance and upkeep of DAC classroom facilities that are utilized for Arts Camps.
- Assists with preparation of daily check in/out sheets.

- Assists with preparation, copying, and distribution/emailing of Arts Camp program information and announcements.
- Serves as group leader or instructor assistant as needed for Arts Camp.
- Ensures that participant/parent waivers and permission forms are completed and kept on file for each participant.
- Ensures that all participants pick up information and medical/allergy information is organized and readily available to school staff and camp instructors.
- DAC School Director handles check in of all campers in the morning, and the DAC Arts Education Coordinator campers pick up daily; ensures pick up of all students by parent, guardian, or other designated/approved adult.
- Coordinates guest artists and field trips for the Afternoon Adventures program.
- Coordinates performance and art show logistics.
- Serve as contact beyond registration staff for resolving Arts Camp issues.
- After consulting with DAC School Director, communicates with parents and students to address concerns and/or student disciplinary issues.
- Coordinates end-of-camp session clean-ups and reorganization of supplies, files, records, reports, and classroom spaces.
- Creates a manual of Summer Arts Camp daily operation.
- In the event a problem or issue arises during camp, the DAC Arts Education Assistant Manager must contact DAC School Director immediately to determine how to handle the situation, and Camp Manager and School Director subsequently contact the Director of Facilities and/or the Executive Director. In the event that medical attention is needed, the DAC Arts Education Assistant Manager notifies same personnel, and immediately calls 911 if necessary. Any accident or injury requires that an Incident Report be filled out immediately after it occurs. This form will be provided by the Arts Education Assistant Manager or Director of Facilities and must be turned in to these personnel and the Executive Director.

### **DAC School Classes Duties**

- Help with building classes in registration software (CivicRec).
- Assist students with class registration.
- Communicate with registered students and information needed prior to classes beginning.
- Assist with classroom set up.
- Assist with youth class programming as needed.
- Email out evaluations to students and families at the conclusion of classes.
- Assists School Director with scheduling and contracting of instructors, as well as hiring/onboarding of new instructors
- Assist with the DAC Clay Studio management as needed, including assisting with clay deliveries (unloading boxes of clay from palettes, assessing for damage and moving to storage boxes).
- Assists with marketing and promotion of School programs, including taking and utilizing photos/video to develop digital and print promotion materials and assisting with calendar listings.

### **DAC CAPS Program Duties**

- Assist CAPS director with scheduling and contracting of CAPS programs.
- Manage CAPS events calendar to determine schedule of invoices and artist payments.
- Follow up on paperwork to be collected from CAPS artists such as contracts, invoices, and required trainings.
- Track time sheets and evaluations for CAPS program.

- Assists with marketing and promotion of CAPS programs, including taking and utilizing photos/video to develop digital and print promotion materials and assisting with calendar listings.

### **Additional Duties**

- Assist with CenterFest and Art Walk Kids Zone programming as needed.
- Other DAC duties as requested by DAC School Director and CAPS Director, including, but not limited to developing content for social media, assisting with website updates, etc.
- Interim Short Term Assignment: managing the Art Vibes weekly E-newsletter (interim, while DAC is expanding staffing post-pandemic).
- Assists DAC with other tasks and programs as needed and for major events such as CenterFest, Art Walk.
- Follows all DAC Policies and Procedures.
- **Special Note:** job duties focus nearly 100% on School/Camps from June – August.

### **Education and Certifications:**

Bachelor's Degree or Course work towards a bachelor's degree in child development, arts administration, arts or youth education, or related field preferred. High School diploma or GED required. CPR training and certification (may achieve and maintain after hire at DAC expense).

### **Experience:**

Excellent verbal and written communication skills, strong organization skills, budget administration skills, and computer skills required. Experience working with children in an education program, preferably in arts education. Excellent interpersonal and supervisory skills, and great customer service skills. Proven track-record of developing, coordinating, and growing successful community arts programs required.

### **Special Skills and Requirements:**

- Excellent verbal, written, and interpersonal communication skills.
- Strong organization and planning skills to develop and manage complex projects.
- Excellent computer technology skills required, including Microsoft Office Suite, Google Suite, basic graphic design software and web management (Wordpress preferred) Internet-based research, social media, database and project management software.
- Knowledge and experience in arts education and curriculum planning preferred.
- Ability to help define and achieve annual and program specific education department objectives.
- Experience in procurement and management of external vendors and suppliers.
- Ability to motivate and train others – staff, faculty contractors, and volunteers.
- Ability to effectively and professionally represent Durham Arts Council internally and externally in person and in writing, and to employ diplomacy and sound judgment in establishing and building relationships with current and prospective clients, parents, faculty, volunteers, other DAC staff, and the community.
- Ability to work as an effective team member with other DAC staff, demonstrating sound business judgment in decision making.

**Typical Physical Demands:** sitting, walking, standing, climbing stairs, writing, hearing (telephone/meetings), distinct speaking (telephone, meetings, presentations to public) visually preparing and reviewing the work of the division. Requires driver's license and an ability to transport classroom supplies up to 50lbs, classroom equipment, audio-visual equipment, displays. Manual dexterity to operate a computer keyboard. Ability to type and enter computer data and perform various writing and reporting functions.

**Typical Equipment, Machinery, Vehicles, Tools and Technology used in the performance of position duties:** Computer, telephone, Microsoft Office software, copier, fax machine, calculator, and various types of presentation and display equipment.

**Work Schedule and Environment:** Professional office environment on-site. Travel to off-site locations for Summer Arts Camp programming and CAPS programming necessary. Normal work week is Monday through Friday 9:00 am – 5:00 pm, except during arts camp weeks which will be 9:30 a.m. – 5:30 p.m. with a 30 minute lunch break. Work schedule will also include occasional planning meetings, and possible special meetings and other DAC functions. Work schedule will also include occasional early morning, evening and weekend functions including, but not limited to, camp procedures, special events, meetings, and fundraising events. Limited telecommute work allowed according to DAC emergency personnel policies during Covid pandemic or other emergency time periods, and must be pre-approved by Executive Director. Mask covering nose and mouth is required at all times while in DAC building and outdoors while in close proximity to children and staff in the program. Other health protocols will be implemented as needed.

**DAC is an Equal Opportunity Employer. DAC is committed to Diversity, Equity, Access and Inclusion.** Durham Arts Council serves a diverse community, and highly values a diverse staff and board.

*The provisions of this job description are based upon and are to be compatible with existing legislation, by-laws, goals and objectives, and personnel policies governing Durham Arts Council, Inc.*

*This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate changing institutional needs and individuals with a disability.*

#### **ACKNOWLEDGEMENT**

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Employee's Signature

Date

*Sherry L. DeVries*

03/01/2023

Executive Director Signature

Date