

# Job Description

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**Title:** School & Studio Program Manager

**Department:** Education

**Position Reports to:** Director of Education

**Date Revised:** October 2024

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## I. General Summary

The School & Studio Program Manager a full-time (40 hours/week), year-round position that oversees the coordination, implementation, and management of educational programs within the Katherine Kilbourne Burgum Center for Creativity studio spaces and school outreach initiatives (including but not limited to Fargo Public Schools, non-FPS, Plains Art Museum classes & tours – excluding free community engagement programming.) This role ensures the effective delivery of high-quality art education programs for all age groups, including classes, workshops, and partnerships with schools. The manager supervises and collaborates closely with school & studio programs specialist, teaching artists, studio staff, and educational institutions to foster a creative and inclusive learning environment. Additionally, the School & Studio Program Manager is responsible for managing studio logistics, ensuring smooth operations, and adhering to safety protocols across programs.

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## II. Principle Duties and Responsibilities

### • Program Management:

- Oversee the planning, scheduling, and execution of school-based and studio-based educational programs, including workshops, classes, K-12 tours, and special events. initiatives (Including but not limited to Fargo Public Schools, non-FPS, Plains Art Museum classes & tours – excluding free programming.)
- Coordinate partnerships with local schools and educational organizations to deliver outreach programs that promote art education.
- Develop and implement program curricula in collaboration with Fargo Public Schools, instructors, aligning with the Plains Art Museum’s educational goals.
- Develop and implement educational programs and curricula that align with national and state standards, ensuring that all lesson plans and instructional materials meet or exceed educational benchmarks and learning objectives.
- Monitor program effectiveness and participant feedback, making adjustments to improve outcomes and participant satisfaction.
- Ensure that studio spaces are effectively utilized to support educational programming and that resources are allocated appropriately.

### • Staff Supervision & Leadership:

- Supervise and support school & studio program specialist and program instructors, fostering a collaborative and productive team environment.
- Oversee the hiring, training, and professional development of instructors and staff involved in school (FPS and non-FPS) and studio programs.
- Conduct regular performance evaluations, providing feedback and support to ensure the continuous improvement of teaching practices and staff performance.
- Promote a positive work environment and facilitate clear communication between program staff, participants, and other departments.

### • Participant and School Support:

- Serve as the primary point of contact for participants, schools, and instructors, addressing inquiries, concerns, and logistical issues.
- Coordinate and facilitate program registration, ensuring accurate communication with participants regarding schedules, materials, and expectations.
- Support students during studio-based programs, providing guidance and ensuring safety and adherence to studio policies.

- Facilitate and teach workshops, tours, and studio sessions, ensuring a positive learning experience for all participants.
  - **Budget & Resource Management:**
    - Manage the program’s budget, tracking expenses, revenue, and resource allocation.
    - Ensure cost-effective management of materials and supplies, coordinating with vendors for school and studio program needs.
    - Assist with grant writing and fundraising initiatives to support school and studio programs.
  - **Studio & Facility Oversight:**
    - Collaborate with Clay & Studio Program Manager to Monitor and maintain the cleanliness, organization, and safety of studio spaces used for educational programs.
    - Coordinate with the facilities team to address any equipment, material, or facility-related issues that may impact program delivery.
    - Ensure that all studio spaces and classrooms adhere to safety and accessibility standards during program activities.
  - **Administrative & Operational Support:**
    - Learn and effectively use the Art Center’s Canvas platform to manage program scheduling, communications, and administrative tasks.
    - Operate and oversee the door access system, ensuring secure and controlled entry for authorized personnel and program participants.
    - Prepare and present reports on program performance, participation, and budget utilization to leadership and stakeholders.
  - **Other Duties:**
    - Perform additional responsibilities as needed to support the overall mission and goals of Plains Art Museum and Katherine Kilbourne Burgum Center for Creativity.
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**Job Qualifications/Requirements:**

1. Master’s degree preferred in Art Education, Museum Studies, Education, or a related field.
2. 3+ years of experience in educational programming within arts or cultural organizations.
3. Strong leadership and team management skills, with the ability to supervise school & studio program specialist, instructors and program staff.
4. Strong background in curriculum development and program evaluation.
5. Excellent organizational skills, with experience managing budgets and schedules.
6. Proficiency in online education platforms, particularly Art Center Canvas or related software.
7. Strong interpersonal and communication skills, with the ability to work collaboratively in a team environment.
8. Knowledge of K-12 educational standards and best practices in art education.
9. Self-motivated, detail-oriented, and capable of managing multiple projects simultaneously.

**Employee Print Name** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_