



Title: Education and Community Engagement Director

Department: Education

Reports to: Executive Director

Category: Full-time, Exempt

### **FUNCTION:**

The Arts Center of Kershaw County seeks an experienced arts and education professional to lead its work in education, community engagement, and lifelong learning, ensuring meaningful and effective engagement throughout Kershaw County. The Education and Community Engagement Director leads the design, coordination, and implementation of all educational programming at the Arts Center of Kershaw County, including the management of community art classes, youth programs, and partnerships with local schools, as well as oversight of signature initiatives such as Arts Arising and the York Street Players. The role involves developing curriculum; hiring and supervising instructors; managing class logistics; and collaborating with staff, families, and community partners to ensure high-quality, accessible arts education for all ages.

### **PRINCIPAL DUTIES:**

- Develop a deeper and renewed relationship with the public and private school systems in Kershaw County.
- Build dynamic and mutually beneficial partnerships with the Hispanic, African-American and other minority populations in the region
- Assess and administer existing student programs, such as: Arts Arising, York Street Players
- Manage school and community partner engagements
- Support and assist fundraising for education and community engagement programs by collaborating on funding opportunities
- Coordinate with the Database and Box Office staff to ensure accurate setup and maintenance of class records.
- Work with staff on marketing plans, collateral materials and related functions
- Supervise facility use for education and engagement events/classes. (i.e. care, opening, locking up)
- Facilitate committee meetings related to the activities of education and community engagement
- Provide administrative oversight of education programs and their staffs

## **QUALIFICATIONS, SKILLS & ATTRIBUTES:**

4+ years' experience in arts education teaching and/or administration

Strong knowledge of how to navigate the public school system

Bachelor's degree in related field or equivalent

Excellent verbal presentation and written communication skills

Ability to manage multiple projects simultaneously, and to respond thoughtfully, calmly and with excellent judgment to shifting priorities and urgent situations

Comfortable in a fast-paced, results-oriented environment

Proficiency in Microsoft Office suite and comfort with database software

Respect for and ability to maintain confidentiality of sensitive information

Availability to maintain a flexible work schedule as driven by programs, events and classes

Enthusiastic and engaging personality with a knowledge and passion for the arts

## **ALSO DESIREABLE:**

Experience as a teaching artist

Video and audio content creation

Live performance event management

## **Employee Benefits and Incentives:**

Paid personal time off

Paid vacation during the weeks of 4<sup>th</sup> of July, Christmas and New Years

The Arts Center of Kershaw County is located within Camden's vibrant historic downtown district

**To apply, please send cover letter and resume to: [executivedirector@artscenterkc.org](mailto:executivedirector@artscenterkc.org)**