**Education Director**
This position is full-time year-round and includes working on weekends during the summer workshop season and special events. Compensation is salaried and offers vacation, the option to participate in the health benefit program and Simple IRA savings plan.

**Position Summary:**
The Education Director reports to the Deputy Director and is responsible for planning, producing, and managing the various aspects of the craft schools educational programming. Known for the intimate and immersive hands on, week-long summer programming, Peters Valley’s programs have expanded to include virtual and shorter format educational programs. Applicant should possess strong working knowledge of craft disciplines of blacksmithing, ceramics, textiles, fine metals, woodworking, glass, printmaking and photography and have experience with immersive educational programs at craft schools and/or academia. The position requires strong communication, organizational, management and human relational skills and a love of working with others as a team player. Working knowledge of Microsoft Office programs, constant contact and website platforms are needed as well as a valid driver’s license.

**Responsibilities:**
Planning, producing, and managing the immersive hands on, virtual and outreach educational programming to maximize engagement from a broad base of teaching artists and people interested in craft. The work is cyclical in nature and includes the following responsibilities.

- Identify teaching artists and course topics that are relevant to contemporary craft to create excellent programming. Peters Valley is committed to eliminating structural barriers to participation. We seek a candidate who is committed to broadening our engagement with underrepresented artists and audiences to create vibrant and diverse opportunities for artists, participants, and audiences.
- Work with Directors on studio/education programs budget development and oversight of allocations.
- Develop and meet educational program goals for all educational program formats
  - Week-long plus hands on intensives
  - Weekend programming
  - Weekly community classes
  - Virtual programming
  - Artist Residencies
  - Youth Art Program
  - Outreach programs and Art in the Park
- Select and manage studio Artist Fellows and Studio Assistants to foster a mentoring environment and excellent execution of our programming.
  - Applications, interviews, and selection
  - Training and management
  - Manage Agreements
• Manage the ordering of supplies and materials for studios with Artist Fellow/studio managers
• Manage studio inventories and equipment upkeep and investments
• Manage and update studio safety protocols and MSDS compliance
• Schedule teaching artists including
  o Gathering and organizing of the workshop information and images
  o Instructor contracts and waiver forms
  o Instructor Travel
• Schedule and produce outreach events to build partnerships
• Oversight of artist residencies and studios
• Assist in creating social media content
• Work with Administrative staff to ensure PV presence at National Conferences and symposia

The employment policy of Peters Valley School of Craft, Inc. is to provide equal opportunity for all persons regardless of age, ability, ethnicity, race, religion, philosophical or political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, socioeconomic status, marital or veteran status. The policy emanates from the basic belief that all people are created equal. Peters Valley is committed to being a community that welcomes and respects everyone and is committed to providing an environment free of discrimination.

APPLICATION INSTRUCTIONS: Please send cover letter and resume to Jennifer Apgar, Deputy Director at info@petersvalley.org

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