

AS220 COMMUNITY STUDIOS WORKSHOP COORDINATOR

Job Description

Temporary Role: Beginning October 1, 2022 and continuing for 3-6 months

Part Time: 25-30 hours/week

AS220 is a non-profit community arts organization in downtown Providence, Rhode Island. We provide all Rhode Island artists affordable access to galleries, performance venues, educational opportunities, residential spaces, and work studios. Exhibitions and performances in our spaces are unjuried, uncensored and all ages. AS220 envisions a just world where all people can realize their full creative potential.

The AS220 Community Studios seeks to foster a diverse community of artists, makers and creative entrepreneurs by providing affordable access to resources and educational experiences in a wide range of artistic disciplines including printmaking, fabrication, photography and media arts.

The **Workshop Coordinator's** responsibility is to manage educational programming offered by the Community Studios. Educational offerings include regularly run workshops, one-on-one instruction, private workshops, educational activities held during special events, and professional development workshops for instructors, members, residents and staff. The Workshop Coordinator will work with staff and instructors to develop new educational offerings based on interest and demand.

Ongoing education-related duties include instructor recruitment, training and support, and workshop registration management. The Education Manager will work with AS220 Communications staff to develop digital and print materials in a timely fashion that market offerings and clearly outline a well rounded curriculum and potential tracks for those looking to develop projects, further artistic knowledge, and experience community.

Specific Responsibilities:

Managing Workshop Offerings

- Create and standardize schedule of regular core curriculum classes in alignment with the Youth program and AS220's broader educational vision
- Create and publish full curriculum and suggested student tracks
- Work with Communications Director to promote Community Studios workshops
- Manage workshop registration and rosters and update internal calendar
- Manage workshop pricing and track income
- Create workshop material/supply kits for core workshop offerings
- Manage workshop discounts
- Collaborate with Youth Studios staff on youth workshops offered in the Community Studios
- Work with IT Support Specialist to ensuring software, computers and other technology needed for workshops are functional

Instructor Engagement

- Collaborate with Youth Program Leadership and the members' Education Committee on reviewing new workshop applications
- Standardize workshop procedures for instructors (including prep and follow up)
- Solicit, collect, review, and publish relevant open-source syllabi and other teaching materials such as handouts, links, and guides
- Submit instructor check requests

Data and Analytics

- Manage distribution and collection of student evaluations
- Track and report workshop enrollment and income
- Maintain email lists based on interest for marketing purposes

The ideal candidate will have:

- Appreciation of AS220's [mission, vision and values](#)
- A commitment to anti-racist learning and ways of being
- Experience in some portion of the artistic mediums supported at the Community Studios
- Educational program management experience
- Marketing and communications experience
- Enthusiasm for learning
- Strong writing skills
- Organizational and computer skills
- Youth work/education experience a plus
- Database management experience a plus
- Spanish proficiency a plus

Compensation:

This position will operate at 25-30 hours per week. AS220 has an equal pay policy: all staff in our non-profit operations are paid the same rate, which is currently \$21 per hour.

Benefits include:

- Online [Healthiest You](#) membership (teladoc platform)
- Supportive, racially just workplace culture
- Benefits associated with access to AS220's programs

To Apply:

Please send us a resume and a brief cover letter that describes why you feel you are a good fit for this role. Email your resume and cover letter to jobs@as220.org with "Community Studios Workshop Coordinator" as the subject, or drop off hard copies at our office (95 Mathewson St, Suite 204, Providence) Monday-Friday between 10am and 6pm.

Applicants should visit as220.org and racialjustice.as220.org to familiarize themselves with AS220's work before applying.