



Assistant Director Full-time Position

The Brookline Arts Center (BAC) is seeking a highly motivated and organized candidate to fill the role of Assistant Director. Under the supervision of the Executive Director, the Assistant Director will be responsible for providing operational support, designing seasonal sessions, vacation programs and workshop series.

Responsibilities:

Operations

- Provides operational support for ED.
- Provides supervision for Studio Coordinator, Ceramic Technician and Teaching Assistants.
- Posts open teaching positions and provides coordination during interview process.
- Recruits and provides supervision for volunteers, interns and assistants in training.
- Creates reports on enrollment trends, competitive analysis, tuition pricing and others as needed.
- Provides excellent customer service to all families, students and visitors, managing customer issues and problem solving any challenges.
- Works with Building and Grounds Committee – coordinates care and maintenance of building, supervising contract work on building and ensuring safety guidelines.
- Works with ED to develop annual building report for Town of Brookline.
- Completes orders for all general supplies and art materials.

Program

- Researches and develops new programs in conjunction with ED.
- Designs seasonal sessions, vacation programs and workshop series.
- Analyzes program evaluation in conjunction with ED.
- Coordinates logistics for partnership programs, ensuring efficient recruitment and reporting.
- Schedules art and birthday parties.
- Plans content and activities for open houses.



Marketing and Communication

- Develops marketing and outreach strategies in conjunction with staff.
- Researches events for BAC to participate in (ie. camp fairs, Brookline Day, Coolidge Corner Arts Festival, etc.).

Development and Fundraising

- Provides support for all fundraising initiatives as needed.

Community Relations

- Builds and maintains strong relationships with Brookline organizations.
- Coordinates participation in neighborhood block parties.
- Provides coordination for Brookline Open Studios, serving on the Steering Committee.
- Serves as a back up for ED in various community activities.
- Participates in arts advocacy activities.
- Represents the BAC at relevant neighborhood events and in the community.

Qualifications:

- Bachelor's degree or equivalent experience and 1-3 years of experience in art administration (non-profit preferred).
- Excellent communication, writing and organizational skills, with an ability to manage multiple priorities.
- Extremely well organized and flexible.
- High level of customer service skills and strong attention to detail.
- Technologically savvy, proficient in Microsoft Office, Google Apps, etc.
- A willingness and ability to learn new skills.
- Team player.
- A sense of humor and love and appreciation of art.
- Ability to lift 40lbs.

Apply:

Please send resume and letter of interest to Lauren@brooklineartscenter.com with "Assistant Director" in subject.