



Education Manager

Position Overview:

The Vera Project's Education Manager works to continuously and collaboratively develop, administer, and evaluate educational programming organization-wide. Collaborating closely with the program staff and VERA's membership, this position is integral in offering transformative learning opportunities in music, visual arts & screen printing, community organizing, and career readiness to folk of all ages.

Key responsibilities:

Education & Program Development

- Coordinating and overseeing VERA's classes, workshops, mentorships, and other educational programming in collaboration with staff and programmatic committees.
- Facilitating the development, implementation, and standardization of curricula for programming organization-wide, including live and recorded sound, screen printing, community organizing, and more.
- Co-managing programmatic pipelines for experiential education and career-connected learning opportunities.
- Planning and overseeing the scheduling of classes and other educational offerings with the Facilities & Operations Coordinator, Programs Director, and program instructors.
- Co-developing and updating program materials as needed
- Serving as the liaison and thought partner to all VERA instructors.
- Conducting outreach to new potential students and community stakeholders through public schools, colleges, nonprofits, and community events.
- Collaborating in the recruitment and development of community educators.
- Creating new educational offerings as requested and co-developed by VERA members periodically.
- Overseeing The Vera Project's internship programming, including internal opportunities, external placement, and partnerships with the City of Seattle's Office of Arts and Culture
- Coordinating internal trainings and workshops with the Executive Director and Programs Director

Monitoring & Evaluation

- Monitoring and evaluating educational programming, harnessing a wide variety of institutional metrics and constituent feedback to improve offerings
- Creating detailed and engaging reports on program accomplishments and key organizational metrics.
- Overseeing program budgets, keeping staff accountable to collaboratively set goals and outcomes with the Executive Director and Programs Director
- Maintaining various aspects of VERA's database and constituent management platforms
- Managing the further development and implementation of VERA's community scholarship program
- Conducting regular audits of all classes and other educational offerings to ensure they are mission-aligned and meet cultural competency standards



Required qualifications:

- Experience and interest in developing & managing educational programs
- Background working in formal and/or informal educational spaces
- Dedication to fostering an inclusive and accessible learning environment
- High level of organization and professionalism
- Commitment to equity and inclusion
- Ability to work collaboratively with large groups of volunteers of all ages and lived experiences
- Proficiency or commitment to learning G Suite, Microsoft Office, and basic database platforms, with a special focus on building and maintaining spreadsheets.
- Flexible schedule including evenings & weekends

Hours: 30 hours/week, Salaried

Reports to: Executive Director

Compensation: \$29,640-32,760 (.75 FTE) DOE

The Vera Project (VERA) is a Seattle-based music & arts venue dedicated to fostering a participatory creative culture through popular music concerts, arts programs, experiential learning, and volunteer opportunities for all ages, especially young people. The Vera Project is an Equal Opportunity Employer. People of color, womxn, queer, transgender, and non-binary folk are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values.

APPLICATION PROCESS: Please submit a cover letter and resume by 11:59pm PST on Sunday, December 1st 2019 to hiringlecommittee@theveraproject.org with "Education Manager, YOUR FIRST/LAST NAME" in the subject line.

Please note, we know there are great candidates who may not fit into what we've described, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself! Or get in touch with us and simply ask, at hiringlecommittee@theveraproject.org.