



Sonoran Arts League Studio 7100 E Cave Creek Rd #144, Cave Creek, AZ 85331

Manager of Education Job Description

Create classes and schedule

- Work with artists who are league members to generate class schedule
- Keep planning calendar and website calendar up to date
- Input classes on the website (Your Membership)
- Send class rosters to instructors 3 days prior to class
- Intervene with classes which contain low enrollment, make suggestions to the instructor the best way to proceed minimizing the effects on registrants (postpone, or cancellations)
- Prepare and submit instructor payment forms
- Maintain good standing with Kiwanis Grant classes

Grant Writing

- Write yearly Kiwanis grants for Youth and Veterans programs
- Provide reports and documentation to Kiwanis on a quarterly basis
- Develop new fundraiser and grant opportunities

Public Outreach/Social Media/Marketing

- Design digital flyers (Canva)
- Post flyers to League social media accounts (Facebook, Instagram)
- Create monthly class list for print
- Planning public outreach (networking, local events, etc)

Interfacing with Public

- Greet walk-ins, provide information about the League
- Answer phone
- Have students sign-in for all Kiwanis sponsored classes
- Monitor classes
- Receive/Log Donations

Physical Space

- Open studio at 9:00 am, Close at 4:00 pm
- Set up tables/chairs/tablecloths/supplies for classes (as needed)
- Set up tables/chairs/tablecloths/supplies for League events
- Hold instructors and students accountable for cleaning up after their class
- Ensure the monthly cleaning service is providing expected services
- Manage locking system for instructors

Volunteer Coordinator

- Create volunteer opportunities
- Input available volunteer opportunities on the website (Your Membership) and the Volunteer System (Knack)
- Scheduling

Maintain Studio Committee

- Monthly meeting with studio committee
- Delegate responsibilities
- Build committee with members honing high-demand skills

Submit application in writing by email to President@SonoranArtsLeague.org